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March 1, 2011

ALL COUNTY LETTER (ACL) NO. 11-20

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
PROGRAM WORK PARTICIPATION DATA REPORTING FOR
FEDERAL FISCAL YEAR (FFY) 2011

REFERENCE: ACL 09-60, ACL 09-60E, AND ACL 09-07

This letter provides instructions for reporting county-specific FFY 2011 TANF work participation rate (WPR) data to the California Department of Social Services (CDSS) using the web-based Enterprise II Lite (E2L) system. Three changes in this ACL affect data reporting. Brief descriptions of the changes are as follow:

- **Projection of Hours** (Attachment 2)
Clarification is provided for projecting hours of subsidized and unsubsidized employment for individuals after the most recent QR 7 has been submitted. In addition, hours of participation based on the income used to project the family's grant for three months may be used for projection of hours of participation as long as the hours and/or the hourly wage are available.
- **Actual Hours of Participation** (Attachment 2)
Guidelines for quality of participation data are outlined to ensure accurate and consistent reporting of hours of participation and to comply with federal regulations and guidance.
- **Rounding of Hours of Participation** (Attachments 2 and 3)
Counties must now round calculations of average weekly hours of participation to the nearest whole number for consistency with federal data reporting rules.

The information in this ACL is consistent with the current TANF Program Final Rule released on February 5, 2008. In addition, the instructions and definitions remain consistent with California's current Work Verification Plan, which was approved by the federal Administration for Children and Families (ACF) on October 8, 2008.

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 following information is included with this ACL:

- **Definitions** (Attachment 1)
Definitions of specific terms to assist in the completion of either the questions in the E2L survey tool or the data elements in the comma separated values (CSV) file that is produced using the E2L Automated (E2LA) tool. These definitions are consistent with federal TANF data reporting requirements.
- **General Information on Reporting and Documenting TANF Work Participation** (Attachment 2)
General information about reporting participation based on actual hours and documenting and verifying work participation hours consistent with the federal TANF rules and California's Work Verification Plan.
- **County Work Participation Rate Data Elements and Instructions** (Attachment 3)
Instructions on how to complete the data elements for reporting FFY 2011 TANF work participation data using either the E2L survey tool or E2LA tool. The instructions are based on the FFY 2011 federal TANF data reporting requirements and California's Work Verification Plan.
- **County TANF Work Participation Rate Sample Information for FFY 2011** (Attachment 4)
Information on the county work participation rate (CoWPR) sample or universe used to determine the CoWPR.
- **County TANF Work Participation Rate Contact Sheet** (Attachment 5)
Document used for notifying CDSS of a change in the county contact(s) for the WPR information. E2L distribution lists are created and revised using the CoWPR contact sheet. Each county must send an updated contact sheet to CDSS when the information changes to ensure the appropriate county staff receive the data.
- **County TANF Work Participation Rate Contacts in the CDSS Federal Data Reporting and Analysis Bureau** (Attachment 6)
Contact information for CDSS staff that provide technical assistance with county data reporting.
- **County Work Participation Rate Sample Sizes for FFY 2011** (Attachment 7)
Table of estimated CoWPR sample sizes for FFY 2011.

- **E2L Data Transmission Schedule FFY 2011** (Attachment 8)
List of dates when complete and accurate E2L data is due to CDSS to ensure accurate, timely, and complete data.

The E2L survey tool is accessible at <https://secure.cdss.ca.gov/admin/rad/e2l/>. The E2LA tool may be accessed at <https://secure.cdss.ca.gov/admin/rad/e2l/auto>. Additional information regarding the specifications for both the survey and the CSV file created using the E2LA tool may be found at <https://secure.cdss.ca.gov/admin/rad/e2laspecs>.

Any questions regarding the information contained in this letter should be directed to your county consultant in the Federal Data Reporting and Analysis Bureau at (916) 657-3659.

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division

Attachment

c: County Welfare Directors Association
California State Association of Counties

DEFINITIONS

These definitions are consistent with the Temporary Assistance for Needy Families (TANF) Final Rule released February 5, 2008, and California's Work Verification Plan approved by the federal Administration for Children and Families (ACF) on October 8, 2008.

Adult

An adult is a person who is either:

- Nineteen years of age or older.
- Eighteen years of age and head-of-household.
- A minor head-of-household, including a teen parent married to the head-of-household.

Aided Caretaker Relative

An aided caretaker relative is a relative other than a parent (natural or adoptive) or stepparent head-of-household with insufficient income to meet his or her own needs.

Assistance

Assistance is defined as: cash payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. Benefits provided in the form of payments by a California Work Opportunity and Responsibility to Kids (CalWORKs) agency to individual recipients and conditioned on their participation in work experience, community service, or other work activities are included in this definition of assistance. Supportive services such as transportation and childcare provided to families who are not employed are also defined as assistance except where specifically excluded by any of the seven exclusions listed below. The term "assistance" excludes:

1. Non-recurring short-term benefits (such as payments for rent deposits or appliance repairs) that:
 - Are designed to deal with a specific crisis situation or episode of need.
 - Are not intended to meet recurrent or ongoing needs.
 - Will not extend beyond four months.

The exclusion of non-recurrent short-term benefits also applies to supportive services to recently employed families, during temporary periods of unemployment in order to enable continuity in their service arrangements.

2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training).
3. Supportive services such as childcare and transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and disbursements from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support.
7. Transportation benefits provided under an Access to Jobs or Reverse Commute Project, pursuant to section 404(k) of the Social Security Act to an individual who is not otherwise receiving assistance.

Assistance Unit (also referred to as TANF Family)

An assistance unit is defined as all individuals receiving assistance as part of a family under the TANF program, and the following additional persons:

1. Parent(s) or caretaker relative(s) (including those receiving Supplemental Security Income (SSI)) of any minor child receiving assistance.
2. Minor siblings (including those receiving SSI) of any child receiving assistance.
3. Any person whose income or resources would be counted in determining the family's eligibility for, or amount of, assistance.

Community Service Programs

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.

Daily Supervision

Daily supervision means that a responsible party has daily responsibility for oversight of the individual's participation. A worksite sponsor, classroom instructor, contracted service provider, community-based provider, job search instructor, treatment provider, or a county employee can fulfill the role of this responsible party. Supervision does not need to be daily, in-person contact with the participant, but can be by telephone or electronic methods as appropriate. In most cases, daily supervision is the supervision

determined appropriate and provided by the employer, trainer, or service provider at the same level as other employees or trainees. Daily supervision is not applicable to participation in unsubsidized employment, subsidized employment, or on-the-job training because the requirement only applies to unpaid work activities.

Deeming Core Hours

Deeming core hours means counting a family as having satisfied the core work activity requirement if they participate in work experience or community service to the extent permitted under the Fair Labor Standards Act (FLSA) rules even when actual hours fall short of the core requirement.

For work experience or community service, there are a maximum number of hours per month that a family may be required to participate under the minimum wage requirement of FLSA. That maximum number of hours is determined by combining the CalWORKs assistance unit’s grant amount with the assistance unit’s portion of the CalFresh, federally known as the Supplemental Nutrition Assistance Program (SNAP), allotment and then dividing the total by the state or federal minimum wage, whichever is higher. If the actual number of hours of participation in work experience or community service falls short of the family’s core hourly requirement but is equal to or greater than the calculated hours, the family will be deemed to have met the core hourly requirement.

EXAMPLE

	All Families Case	Two-Parent Case
Minimum core hourly requirement (A)	20 hours	30 hours
If actual hours are equal to or greater than B and less than A, deeming is allowed.		
Fair Labor Standards Act calculation (B)	14 hours	18 hours
If actual hours are less than B, no deeming is allowed.		

The number of deemed core hours per week for the report month is calculated by subtracting the actual average number of hours of participation in community services programs and/or work experience subject to the FLSA requirements from the core hour participation requirement. For the example above, for an All-Family case, the deemed hours should be 6 hours (20 core hours – 14 FLSA hours = 6 deemed hours). For a Two-Parent case, the deemed hours should be 12 hours (30 core hours – 18 FLSA hours = 12 deemed hours).

Disabled

Disabled means the work-eligible individual who has a physical or mental illness, defect, or impairment that reduces substantially, or eliminates, the parent’s ability to support or care for the child for a period of time that is expected to last at least 30 days, and that is

supported by acceptable evidence. Acceptable evidence is: (1) a finding of eligibility for Old Age Survivor and Disability Insurance (OASDI), Supplemental Security Income/State Supplementary Program (SSI/SSP), Workers' Compensation or State Disability Insurance (SDI) benefits based upon the parent's disability, or (2) Form CW 61 (Medical Report) or other written statement from a physician, licensed or certified psychologist, or by an authorized member of his or her staff with access to the patient's medical records that provides information sufficient to substantiate the determination of incapacity. See Manual of Policies and Procedures (MPP) Section 41-430 for additional information about physical or mental incapacity of a parent.

Disregard

To "disregard" from the work participation rate means the TANF family is not included in the calculation (numerator or denominator) of the work participation rate.

Education Directly Related to Employment, in The Case of a Recipient Who Has Not Received a High School Diploma or a Certificate of High School Equivalency

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job, or job offer. The activity is primarily for adults without a high school diploma or General Educational Development (GED) certificate and includes adult basic education, English as a Second Language (ESL) and, when required as a prerequisite for employment, education leading to a GED certificate or high school equivalency diploma. This activity may also include hours of participation in vocational educational training that exceeds an individual's 12-month lifetime limit.

Excused Absence Policy

Excused absences mean specific circumstances when hours in unpaid work activities may be counted as actual hours even though the participant was not able to participate. Excused absences are allowed for semester breaks, planned work shutdowns, school appointments, medical appointments for self or dependants, caseworker appointments, childcare breakdown, own illness or child illness, family problems including domestic abuse issues, housing issues, transportation breakdown, and other similar problems. In order to count an excused absence as actual countable hours of participation, the individual must have been scheduled to participate in a countable work activity for the period of the absence that is reported as participation. Documentation and verification of all excused absences must be maintained in the case file.

Exempt

Based on federal data reporting instructions, "exempt" means that the individual is not sanctioned for failure to engage in work; however, the TANF family is included in the denominator in the calculation of the work participation rate.

Head-of-Household

There is not a definition of head-of-household for CalWORKs purposes, other than the CalFresh definition. MPP Section 63-402.5 states that the County Welfare Department (CWD) shall permit the household to designate a responsible household member to serve as the head-of-household. For CalWORKs purposes, the head-of-household is commonly known to be the payee for the case.

Holidays

Holiday means any of the ten state holidays allowed as an excused absence. They are listed in California's Work Verification Plan as: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. In order to count holiday time as actual countable hours of participation, the individual must have been scheduled to participate in a countable work activity for the holiday. Documentation and verification of all holidays must be maintained in the case file.

Homework Time

Homework time means actual hours of participation outside of the classroom in activities related to study or completion of class work associated with classes in which the individual is enrolled. Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted as federal participation. For all homework time, documentation must include a time sheet or similar record of participation hours signed by the individual verifying the activity. Documentation must support all the reported hours of participation in homework time and must be maintained in the case file.

Job Search and Job Readiness Assistance

Job search is an activity in which the participant's principal activity is to prepare to seek or 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 also 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:

1. Preparing an individual to obtain or retain employment, such as preparing a résumé or job application, interviewing skills, instruction in work place expectations, and life skills training.
2. Substance abuse treatment, mental health treatment, or rehabilitation activities. Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous or Narcotics Anonymous.

3. On a case-by-case basis, domestic abuse services that address barriers to employment.

Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; financial planning; and life skills training.

The criteria professionals use for assigning these services is that they must be necessary to prepare an individual to obtain or maintain employment or to participate in welfare-to-work (WTW) activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

4. Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or to participate in other WTW activities.
5. Participation in orientation, appraisal, or assessment. Orientation is an introduction to the CalWORKs WTW program, including a general description of CalWORKs activities, participation requirements, and consequences for failing to meet requirements, available supportive services, and exemptions from participation. Appraisal is an evaluation of an individual’s employment history and skills, necessary supportive services, and any other relevant information needed to assign an individual to WTW activities, as well as informing the individual of his or her rights and responsibilities as pertains to the program. Assessment is a thorough individual review of the recipient’s work history, employment skills, educational history, competency levels, need for supportive services, physical limitations or mental conditions, and available resources, all in comparison to local labor market conditions, in order to complete a WTW plan.
6. Hours reported under this activity may include time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting résumés, and completing applications.

Hours spent in these activities are verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional documentation of activities, which may include such documents as job contact logs that

provide sufficient information to verify the job search activity, mileage logs, or other documentation and verification, which must be included in the case file.

Job Skills Training Directly Related to Employment

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any state-certified college or university. Activities may include vocational educational training that has been extended beyond the individual's 12-month lifetime limit.

In some instances, the job skills training is completed as part of distance learning. Participation will count toward job skills training directly related to employment only when the distance learning program otherwise meets the definition of job skills training directly related to employment and the time spent online can be monitored by the service provider, reported to the county welfare department, documented and verified. The documentation and verification must be maintained in the case file.

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. On-the-job training may include participation in these types of activities only 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 and job readiness assistance, as appropriate.

Parent

A parent is a natural or adoptive parent of a minor child.

Primary Sample

The primary samples of two-parent and all families cases consist of families that are identified on the Medi-Cal Eligibility Data System (MEDS) file prior to the sample month. These samples are drawn around the end of the month prior to the sample month and

contain the majority of the sample cases for a month. Primary samples are combined with appropriate supplementary samples for the same month in order to fully represent the caseload for the review month and to produce the monthly work participation rates.

Providing Care for a Disabled Family Member

This is an individual who is providing care for a disabled family member living in the home provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member:

1. Disabled means the individual is receiving benefits from SDI, Workers' Compensation Temporary Disability Insurance, In-Home Supportive Services, or SSI/SSP. For adult family members, the individual must also be temporarily disabled and the disability must be expected to last at least 30 days and significantly impair the individual's ability to be regularly employed or to participate in activities. For family members who are children, the disability must also significantly impair his or her ability to participate in school activities. In addition to providing documentation from a doctor of his or her disability, the individual is required to actively seek treatment, if appropriate, as verified by a doctor.
2. Family member means the individual is a relative living in the household. A relative may be any relation by blood, marriage, or adoption who is within the fifth degree of kinship to the dependent child, as defined in MPP Section 82-808.
3. Doctor means a health care professional who is licensed by a state to diagnose/treat physical and mental impairments that can affect an individual's ability to work or to participate in WTW activities. Doctor includes, but is not limited to, doctors of medicine, osteopathy, chiropractic, and licensed/certified psychologists. The examination must confirm that the condition or disability requires the individual to care for the disabled family member at home.

Providing Childcare to an Individual who is Participating in a Community Service Program

For federal data reporting purposes, providing childcare to an individual participating in community service is providing childcare to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for his or her own children in the home while the other parent participates in activities. In most situations, this activity would be reported as unsubsidized employment.

Sample

A sample is a part of a larger population that is intended to be representative of the whole population. It is used when it is not feasible to examine the entire population. The County Work Participation Rate (CoWPR) sample is a statistically valid random sampling of TANF cases. The sample cases are drawn from the CoWPR universe, which is based upon case characteristics found in the MEDS file. In order to produce

the valid all-families and two-parent work participation rates, the sample consists of two TANF sub-groups: Two-Parent Families and All-Families cases.

Sanction

Sanction means a reduction in the family's grant by removing the needs of the non-compliant family member from the assistance unit due to failing or refusing to comply with program requirements without good cause.

Satisfactory School Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence in the Case of a Recipient Who has not Completed Secondary School or Received Such a Certificate

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED certificate. Hours of participation attending high school in a vocational education track may be counted under this activity.

In addition, case management services may be 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. All documentation and verification must be maintained in the case file.

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 staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; or (2) supported work for individuals with disabilities in an integrated setting; or (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.

Supplementary Sample

The supplementary sample consists of cases that received aid during the sample month but were not identified on the MEDS file when the primary sample was drawn. Typically, these cases are those discontinued from eligibility during the sample month and are retroactively restored benefits, or new cases approved after the cutoff date for the primary sample. The supplemental sample is drawn near the end of the month

following the sample month, and is combined with the primary sample to represent the complete sample for the review month and to produce the monthly work participation rates.

EXAMPLE

The January primary sample is pulled around December 26.
The January supplementary sample is pulled around February 26.

TANF Family

See definition of "Assistance Unit."

Two-parent Family

A two-parent family is a family with two work-eligible natural or adoptive parents (of the same minor child) living in the home, unless both are minors and neither is a head-of-household.

Universe

A universe is a set of individuals, items, or data from which a statistical sample is taken. The CoWPR sample universe consists of all TANF eligible cases found on the MEDS file for each sample month, minus any federally sampled Research and Development Enterprise Project (RADEP) cases.

Unsubsidized Employment

Unsubsidized employment is full-time or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Only the hours that are paid by the employer are counted as unsubsidized employment. Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journeyman and attend classes are also considered unsubsidized employment. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

Vocational Educational Training

For federal data reporting purposes, vocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations. Vocational education must be provided by vocational-technical schools, postsecondary institutions or proprietary schools. Vocational educational training placements are documented on a list developed by each county. Based on MPP 42-711.543, the list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational educational training and/or to assign activities as a result of assessment. For programs not on the county's list, the CWD determines if the program is directly related to job preparation.

In some instances, the vocational educational training is completed as part of distance learning. Participation counts toward vocational educational training hours only when the time spent is monitored by the service provider and reported to the CWD. Homework time that can be documented and verified may also be counted. All documentation and verification must be maintained in the case file.

Work-Eligible Individual

Work-eligible individual means an adult (or minor child head of household) receiving assistance under TANF or a Separate State Program or a non-recipient parent living with a child receiving such assistance unless the parent is:

1. A minor parent and not the head-of-household.
2. A non-citizen who is ineligible to receive assistance due to his or her immigration status.
3. On a case-by-case basis, a recipient of SSI benefits:

Effective October 1, 2008, adult applicants of SSI may be retroactively determined to be not work-eligible once they are approved for SSI benefits. Previously reported work participation data may be revised to remove these individuals from work-eligible status. The data revision may include adjustments made retroactively to the beginning of the federal fiscal year that includes the review month. In addition, the revision must occur by the end of the reporting period for the fiscal year, i.e., December 31.

4. On a case-by-case basis, a recipient of Social Security Disability Insurance (SSDI) benefits.

Effective October 1, 2008, adult applicants of SSDI may be retroactively determined to be not work-eligible once they are approved for SSDI benefits. Previously reported work participation data may be revised to remove these individuals from work-eligible status. The data revision may include adjustments made retroactively to the beginning of the federal fiscal year that includes the review month. In addition, the revision must occur by the end of the reporting period for the fiscal year, i.e., December 31.

5. Providing care for a disabled family member living in the home, provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member.
6. An individual in a family receiving Maintenance of Effort-funded assistance under an approved Tribal TANF program.

The definition of a work-eligible individual defines the denominator of the participation rate calculation and is a guideline of who must be engaged in work

activities for federal data reporting purposes. The definition of a work-eligible individual does not include non-recipient non-custodial parents who are not living with the aided child or non-needy caretaker relatives.

Work-Eligible Individual – Change in Circumstance

If an individual's status changes during the report month from work-eligible to non work-eligible or vice versa, the individual is considered work-eligible for the report month. That means the family will be in the denominator for the month if an adult is work-eligible for any time in that month.

If a family includes a work-eligible individual for only part of a month, the family is considered to have met the participation requirement for the month and is included in the numerator if the adult is meeting the required minimum average hours in each full week that he or she was a work-eligible in that month. For example, if an adult (or minor child head-of-household) who was receiving assistance died prior to the report month, the deceased individual is not a work-eligible individual for the report month, even if the family's grant for the report month included the needs of the deceased individual. However, if a work-eligible individual died in the report month, the death would be treated as would any other change in circumstances.

Work Experience

Work experience is a training activity performed in the public or private sector, including a nonprofit, community-based, or faith-based setting, that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment.

GENERAL INFORMATION ON REPORTING AND DOCUMENTING TANF WORK PARTICIPATION

This information provides additional clarification about reporting actual hours and documenting and verifying participation in Temporary Assistance for Needy Families (TANF) work activities. These instructions are consistent with the instructions provided to county and state staff that collect data for federal data reporting (via the Research and Development Enterprise Project) submitted to the federal Administration for Children and Families (ACF) and used to calculate the statewide federal work participation rates. In addition, they are consistent with the federal regulations released on February 5, 2008, and California's Work Verification Plan, which was approved by the federal Administration for Children and Families on October 8, 2008.

Actual Hours of Participation

Federal data reporting regulations require reporting, documentation, and verification of actual hours of participation. Therefore, since these reporting instructions are meant to be consistent with federal instructions, counties are required to report actual hours of participation in all activities. Counties are encouraged to report all actual hours of participation for all individuals even when it is believed the individuals will not meet participation requirements.

Quality of Participation Data

To ensure accurate and consistent reporting of hours of participation, and to comply with federal regulations and guidance, the Federal Data Reporting and Analysis Bureau (FDRAB) continues to recommend the following guidelines for federal data reporting purposes:

- Actual hours, including those verified through the Work Number and other third party verifications (through the Income and Eligibility Verification System (IEVS), National Directory of New Hire listing (NDNH), etc.), continue to be the source of the most accurate and acceptable means of reporting hours of participation in any activity.
 - Actual hours of work may be documented and verified during the eligibility process, if reported, using the QR 7 process, and/or other records in the case file. Evidence must be submitted with the QR 7, which is signed by the head-of-household under penalty of perjury, to document and verify the reported information.
 - Projection of employment hours for up to three months based on actual hours reported on the QR 7 and/or other employer-issued documentation continues to be the next most accurate and acceptable method of documenting and verifying hours of employment.

- When actual hours for any activity are not available in the case file, the county will seek the hours of participation from the recipient. If the information is not available from the recipient, the county shall work with the individual to obtain the information by placing a phone call to the employer/service provider or sending a letter to verify the participant's hours of participation. Any such communication must be documented in the case file as well as the participant's name, the name of the employer, work site supervisor or other service provider, the number of hours, and the name and phone number of the person verifying the hours. Documentation and verification must be maintained in the case file.

If, after pursuing the steps described above, the actual hours cannot be determined, or are not available for hours of employment, and the monthly salary and hourly wage are available, the county may divide the salary by the hourly wage to determine the number of hours per month worked. This monthly number of hours is then divided by 4.33 and then rounded to the nearest whole number to determine the average number of hours per week of participation. If the hourly wage is unattainable or is unknown, minimum wage cannot be used to determine weekly hours of participation.

Documentation of Hours of Participation in Case File

Generally, the actual hours of participation may be documented and verified during the eligibility process using information reported through the quarterly reporting (QR) process and/or other records in the case file. Recipient eligibility and benefits for the quarter are based on information provided through the QR process. In general, evidence must be submitted during the QR process to verify the reported information. Participants are responsible for making available to the county welfare department (CWD) all documents in their possession or available to them that are needed to verify reported income as well as the date of receipt. Evidence of income may include pay stubs that report hours of employment, or other employer-produced documents that support the individual's work hours. If the information necessary to document and verify actual hours is not in the case file, the CWD should seek documentation and verification from the recipient.

If the verification is not available from the recipient, the county shall provide the recipient assistance in obtaining the information by placing a phone call to the employer or sending a letter to verify the participant's work hours, then documenting the communication including the participant's name, the name of the employer, work site supervisor or other service provider, the number of hours, and the name and phone number of the person verifying the hours. Documentation of hours of participation must be maintained in the case file.

Third-party sources of employment information, such as NDNH and IEVS, may be accessed when additional employment verification is necessary. Prior to counting these hours, the information from these or other third-party sources must be verified through collateral contact as described above. The Work Number is a resource that can be used by counties to verify employment. Counties are permitted to use the information

obtained from this source in the same manner as they would use information provided by the employer. Therefore, no further verification of employment is necessary when using The Work Number. Please refer to All County Letter 02-42 for further information on The Work Number.

Case records are required to be retained for three years or longer, if any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period. The retention period extends until completion of the action and resolution of all issues which arise from it, or the three-year period, whichever is later.

Excused Absences in Unpaid Work Activities

Each work-eligible individual engaged in unpaid work activities is allowed excused absences. These absences include ten state holidays as well as 80 hours of additional excused absences during the preceding 12-month period. The following state holidays are allowed as excused absences: New Year's Day, Martin Luther King, Jr. Day, President's Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, and Christmas Day. In addition, 80 hours of excused absences, not more than 16 hours per month, are allowed for semester breaks, planned work shutdowns, school appointments, medical appointments for self or dependants, caseworker appointments, childcare breakdown, own illness or child illness, family problems including domestic abuse issues, housing issues, transportation breakdown, and other similar problems. In order to count an excused absence as actual countable hours of participation, the individual must have been scheduled to participate in the countable activity for the period of the absence that is reported as participation. Documentation and verification of excused absences must be maintained in the case file.

Fair Labor Standards Act (FLSA) Deeming

Since the FLSA applies to participation in work experience and community service, these participants are considered employees. The maximum allowable number of hours of participation per month for such participants is determined by combining the California Work Opportunity and Responsibility to Kids (CalWORKs) grant for the assistance unit (AU) with the assistance unit's portion of CalFresh, federally known as the Supplemental Nutrition Assistance Program (SNAP), allotment for the sample month then dividing the total by the state or federal minimum wage, whichever is higher. All members of the AU (family) cannot be required to participate in work experience or community service more than the number of hours during the month. Under specific circumstances, ACF allows families determined by that calculation to meet core requirements, even when the actual hours are not sufficient to meet the core requirements.

Limits on Counting Job Search and Job Readiness Assistance

Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in the preceding 12-month period. The six-week limit is

based on the average number of hours per week required for a family to count in the overall participation rate. Thus, the six-week limit equates to 120 hours and 180 hours, respectively. For the limit of no more than four consecutive weeks, a week is seven consecutive days and is not converted to hours. Reporting any hours in a week uses a week of participation.

A full week of participation may be calculated based on the average daily hours for three or four days. The average hours of participation during three or four days may be applied to the remaining one or two days in the week to determine the total hours for a week. This calculation is one of the only exceptions to reporting actual hours and its use is limited to once in a 12-month period. If this provision is used, the case file must indicate that weekly hours were based on the average number of hours for three or four days.

Example of Hourly Equivalent to the Six-Week Limit on Counting Participation in Job Search and Job Readiness Assistance

An individual with a 20-hour requirement participates in job search and job readiness assistance for five hours per week and in work experience for 15 hours per week. The participation continues for six months.

The 20 hours of job search and job readiness assistance participation from the first four weeks (five hours per week for four weeks) can be counted during the first month thus using only one time-limited week instead of four. At that pace, the six weeks (120 hours) could be stretched to 30 weeks over the preceding 12-month period, keeping in mind that every fifth consecutive week of job search and job readiness assistance hours cannot be counted.

Example of the Four-Consecutive-Week Limit on Counting Job Search and Job Readiness Assistance Hours

A county begins reporting hours for an individual on March 3.

All the job search and job readiness assistance hours from March 3 through March 9 would be counted as part of the first week. Hours from March 10 through March 16 would be counted as part of the second consecutive week, and hours from March 17 through 23 would be counted as part of the third consecutive week. After March 30, hours for the individual could not be counted for the next seven consecutive days. Beginning on April 7, job search and job readiness assistance hours could again be counted.

For those months when California either (1) has an unemployment rate at least 50 percent greater than the unemployment rate of the United States or (2) meets the

definition of a “needy state,” the limit on an individual’s participation in job search and job readiness assistance may be increased from six weeks to a maximum of 12 weeks in the preceding 12-month period. Any increase in the maximum number of weeks of job search and job readiness assistance is permitted only on a case-by-case basis and only for months when California meets the above criteria. It is important to note that the determination of whether a state meets the criteria is made late in the month following the month of qualification. Refer to the following ACF website for information on whether California qualifies for counting these additional weeks on a monthly basis: http://www.acf.hhs.gov/programs/ofa/policy/pi-ofa/12wks_qualifiers10.htm.

Participation for Partial Months of Aid

If a family receives assistance for only part of a month, an adult in the family must be engaged in work for the minimum average number of hours in each full week that the family receives assistance in that month to be counted as meeting the work participation requirement for that month. A week begins the day the aid is approved and ends seven days later.

The month in which assistance was received is the first month the case will be included in the Work Participation Rate (WPR) calculations.

If aid is granted retroactively (for the period between application and approval), the family is not required to be included in the sample or required to meet the hourly work participation requirements during the retroactive period.

Example of Participation for Partial Months of Aid: If a family applies for assistance on March 25, and the county grants the application on April 14 to cover assistance for March and April, the case must not be included in the March sample because no aid was received in that month.

However, the case must be included in the sample for the month of April because the family’s application was granted before the end of April. Participation for work eligible members of this family begins on April 14.

If a family is aided for the entire month, but the individual only participates for part of the month, calculate the average weekly hours by dividing the total number of actual hours of participation for the month by 4.33, then round the quotient to the nearest whole number.

Projection of Hours

Monthly hours of participation in subsidized and unsubsidized employment may be projected for up to three months based on the most current, documented, and verified actual hours. This information may be obtained using pay stubs and/or information reported through the most recent QR process and/or other data sources such as employer reports and time and attendance records. Like reporting all hours of

participation for employment, in order to project hours, the actual hours must be available, or the total income and the hourly wage must be available.

When projecting, the most recent report on hours of participation must be used for any of the three future months. If the actual hours of participation for a particular month are known, there is no need to project hours for that month. Under no circumstances may hours of participation from a current month be used to project hours for a past month (retroactively). In addition, hours of participation for a current month may not be used to project beyond the next three month period.

If actual hours of participation from a single calendar month are the most current, verified, and documented, these hours may be used for projection purposes. The county must accurately determine the actual hours worked in the single calendar month if pay stubs, etc., cross into multiple months.

There are two exceptions in which actual hours from more than a single month may be used to project hours of participation in these activities. These exceptions are:

- If the actual hours of participation from income reported on the QR 7, which was used to determine the family's grant for the next three months, had hours and income received from two months, those same hours can be used to project hours of participation for up to three months. If any changes to the actual hours are reported, the projected hours must be recalculated based on the most recent report of hours.

Example: QR 7 report month for February is submitted to the county in March and contains 100 actual hours of participation for the income received in February. The case has been pulled in the May sample and no additional hours of participation have been reported for any individual in the family. The QR 7 hours (100 hours) can be used to project hours for May. $100 \text{ hours} \div 4.33 = 23$ (rounded) hours per week of participation.

In March, if the hours of participation increase to 120 hours, the projected hours that were reported for May must be recalculated. $120 \div 4.33 = 29$ (rounded) hours of participation for May. These hours must be documented and verified, and all documentation and verifications must be maintained in the case file.

- If an individual starts a job after the last QR 7 information has been reported for the family, a minimum of two consecutive weeks of hours of participation may be used, even if the hours of participation cross months. These hours are converted to monthly hours by multiplying the total hours for the two-week period by 2.17 and dividing that amount by 4.33.

Example using two consecutive weeks: Hours of participation are submitted to the county in March. The pay stub reflects hours of participation for two consecutive weeks of pay; one week in February, and one week in March. These hours may be

used to project hours for the month of March. The pay stub may not be used to project hours of participation for February or for months beyond May. Hours worked in March may not be used to *project* for February. The actual hours for the two consecutive weeks are multiplied by 2.17 and the product is divided by 4.33 to determine the average weekly hours of employment for the month; round the final result to the nearest whole number. $50 \text{ hours} \times 2.17 \div 4.33 = 25$ (rounded) hours per week of participation.

School Attendance

Teen parent heads-of-household or spouses without a high school diploma who are properly enrolled in secondary school or its equivalent and are satisfactorily attending classes may be considered both making satisfactory progress and participating. The county should report the actual number of participant hours and if the actual number is not sufficient to meet the hourly requirement, 20 core hours will be deemed in the calculation of the county's rate.

These individuals must make good or satisfactory progress, which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. These determinations must be documented in the case file.

COUNTY WORK PARTICIPATION RATE DATA ELEMENTS AND INSTRUCTIONS

The county work participation rate survey questions and accompanying instructions are based on the final Temporary Assistance for Needy Families (TANF) regulations released on February 5, 2008, the federal data reporting requirements, and California's Work Verification Plan approved by the federal Administration for Children and Families (ACF) on October 8, 2008. The data elements and instructions are required for reporting data in the Enterprise II Lite (E2L) survey tool or the E2L Automated (E2LA) tool.

In order for hours of participation to count toward the work participation rate, the county must document and verify the participation hours. In addition, that documentation and verification must be maintained in the individual's case file. The documentation should include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

Consistent with ACF's current practice, data for cases can be resubmitted during the federal fiscal year if additional participation information and the appropriate documentation and verification for the review month become available after initial submission. Please refer to the E2L User Manual for additional information on re-submitting data.

Case Information

1. Did the assistance unit receive TANF assistance for the review month?

Enter yes, if the assistance unit received TANF assistance in the review month, even if it is later determined to be an overpayment. This would also include a grant for which a check is not issued because it is less than \$10 or because of a penalty or sanction. Foster Care and Kinship Guardianship Assistance Payments (Kin-GAP) are not considered TANF assistance. A newly approved case granted aid retroactively for a prior month should be excluded if no assistance was received in the sample month.

If yes, this case may be included in the calculation in one or both of the participation rates. If no, the survey is complete and this case will not be included in either of the participation rate calculations and no further data collection is necessary.

2. If yes to #1, was the head-of-household a work-eligible member of the assistance unit in the review month?

A work-eligible individual is an adult (or minor head-of-household) receiving assistance under TANF or a Separate State Program or a non-recipient parent living with a child receiving such assistance unless the parent is:

- *A minor parent and not the head-of-household.*
- *A non-citizen who is ineligible to receive assistance due to his or her immigration status.*
- *On a case-by-case basis, a recipient of Supplemental Security Income (SSI) benefits.*
- *On a case-by-case basis, a recipient of Social Security Disability Insurance (SSDI) benefits.*
- *Providing care for a disabled family member living in the home provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member.*
- *An individual in a family receiving Maintenance of Effort (MOE)-funded assistance under an approved Tribal TANF program.*

An applicant for SSI or SSDI is work-eligible. However, once the individual is approved for SSI or SSDI benefits, he or she is no longer considered to be work-eligible. In these instances, prior reported work eligibility information should be reviewed and revised, if necessary, to indicate the individual is no longer work-eligible. Please note that responses to questions may need to be modified if an individual's work-eligible status is changed.

Enter yes, if the head-of-household meets the definition of a work-eligible individual. If the head-of-household does not meet the definition of a work-eligible individual, enter no.

3. If yes to #2, enter the date of birth for the head-of-household.

Enter the eight-digit code for date of birth for the adult (or minor child head-of-household) in the format MMDDYYYY. If the county is using the Comma Separated Values (CSV), the format must be MM/DD/YYYY.

4. Did the head-of-household participate in any work activities in the review month?

If yes, enter yes and provide the average number of hours per week of participation during the review month in the appropriate work activity(ies) below. If the head-of-household did not participate during the review month, enter no.

For each work activity (below) in which a work-eligible individual participates, determine the average of the actual hours of participation for each week in the report month. To do this, add the number of actual hours for the month and divide by 4.33, then round to the nearest whole number. Enter the average hours per week for

each activity. Counties must document and verify all actual participation, excused absences, and holidays in each work activity and identify the source of the documentation (in questions #29, #56, and #83). The documentation and verification must be maintained in the case file.

5. Unsubsidized Employment

Unsubsidized employment is full-time or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Only the hours that are paid by the employer are counted as unsubsidized employment.

Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journey person and attend classes are also considered unsubsidized employment.

The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

Net self-employment income is determined by offsetting monthly business expenses, evidenced by receipts submitted by the participant, against monthly gross income from self-employment. Based on current California Work Opportunity and Responsibility to Kids (CalWORKs) eligibility rules, the recipient may choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income, which will be reported as business expenses for federal data reporting purposes. The number of countable hours is determined by dividing the net self-employment income by the federal minimum wage; divide by 4.33, then round to the nearest whole number.

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

6. 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. Only the hours that are paid by the employer are counted as subsidized employment.

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.

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

7. 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 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. Only the hours that are paid by the employer are counted as subsidized employment.

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.

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

8. Work Experience

Work experience is a training activity performed in the public or private sector, including a nonprofit, community-based, or faith-based setting, that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment. Core hours shall be limited as follows:

- *When the assistance unit includes CalFresh, federally known as the Supplemental Nutrition Assistance Program (SNAP), all the individuals shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher.*
- *When the assistance unit does not include CalFresh recipients, all the individuals shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

If the actual hours of participation in work experience and community service falls short of the family's core hourly requirement but is equal to or greater than the calculated hours, the family will be deemed to have met the core hourly requirement. No more than the number of hours derived from the calculation will be allowed to count toward participation.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation. Divide actual number of hours of participation by 4.33 to get a weekly average number of hours; round to the nearest whole number.

9. Did the head of household participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience for the All Families rate?

If the actual number of hours of participation for this individual in question #8 is equal to or greater than the maximum allowable hours under Fair Labor Standards Act (FLSA) rules calculation, enter "yes." If not, enter "no."

If "yes," the remaining number of hours needed to meet the core hourly requirement will be "deemed."

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

If "yes," the remaining number of hours needed to meet the core hourly 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 prepare to seek or 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 résumés or job application, interviewing skills, instruction in work place expectations, and life skills training.*
- b. Substance abuse treatment, mental health treatment, or rehabilitation activities. Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous and Narcotics Anonymous.*
- c. On a case-by-case basis, domestic abuse services that address barriers to employment.*

Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; and financial planning and life skills training.

The criteria professionals use for assigning individuals to these services is that the services must be necessary to prepare an individual to obtain or maintain employment or to participate in welfare-to-work (WTW) activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

- d. *Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or to participate in other WTW activities.*
- e. *Participation in orientation, appraisal, or assessment. Orientation is an introduction to the WTW program, including a general description of CalWORKs activities, participation requirements, consequences for failing to meet requirements, available supportive services, and exemptions from participation.*

Appraisal is an evaluation of an individual's employment history and skills, necessary supportive services, and any other relevant information needed to assign an individual to WTW activities, as well as informing the individual of his or her rights and responsibilities as pertinent to the program.

Assessment is a thorough individual review of the recipient's work history, employment skills, educational history, competency levels, need for supportive services, physical limitations or mental conditions, available resources, all in comparison to the local labor market conditions, in order to complete a WTW plan.

- f. *Time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting résumés and completing applications.*

Hours spent in these activities are verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional documentation of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation and verification which must be included in the case file.

Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in the preceding 12-month period. The six-week limit is based on the average number of hours per week required for a family to count in the overall participation rate. Thus, the six-week limit equates to 120 hours and 180 hours, respectively. For the limit of no more than four consecutive weeks, a week is seven consecutive days and is not converted to hours.

Reporting any hours in a week uses a week of participation. Refer to Attachment 2 for more information.

If participation in other federally-allowable activities meets or exceeds the hourly participation requirement, then the hours of participation in job search and job readiness assistance will not be counted toward the four-week or six-week limit.

A full week of participation may be calculated based on the average daily hours for three or four days. For this calculation, a week is five days. The average hours of participation during three or four days may be applied to the remaining one or two days in the week to determine the total hours for a week. This calculation is the only exception to reporting actual hours and its use is limited to once in a 12-month period. If the calculation is used, the case file must indicate that weekly hours were based on the average number of hours for three or four days.

For those months when California either (1) has an unemployment rate at least 50 percent greater than the unemployment rate of the United States or (2) meets the definition of a “needy State,” the limit on an individual’s participation in job search and job readiness assistance may be increased from six-weeks to a maximum of 12 weeks in the preceding 12-month period. Any increase in the maximum number of weeks of job search and job readiness assistance is permitted only on a case-by-case basis and only for months when California meets the above criteria. It is important to note that the determination of whether a state meets the criteria is made late in the month following the month of qualification. If, at that time, it is discovered that weeks of job search and job readiness assistance were incorrectly counted, the participation rate data must be adjusted for the month. Refer to the following ACF website for information on whether California qualifies for counting these additional weeks on a monthly basis:

http://www.acf.hhs.gov/programs/ofa/policy/pi-ofa/12wks_qualifiers10.htm

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

13. Of the hours reported in question #12, how many hours of participation were in mental health services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in mental health services even if the number of hours in question #12 was zero, which could occur due to exceeding the four-week or six-week (hourly) limit for participation in

job search and job readiness assistance. These hours are reported for Pay-for-Performance purposes.

14. Of the hours reported in question #12, how many hours of participation were in substance abuse services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in substance abuse services even if the number of hours in question #12 was zero. These hours are reported for Pay-for-Performance purposes.

15. Of the hours reported in question #12, how many hours of participation were in domestic violence services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in domestic violence services even if the number of hours in question #12 was zero. These hours are reported for Pay-for-Performance purposes.

16. Community Service Programs

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.

Participation in self-initiated community service programs is permitted as long as the activity is temporary and transitional, is performed in the public or private nonprofit sector, provides basic job skills that may lead to employment while meeting a community need, and is approved by the County Welfare Department (CWD). The CWD approves self-initiated community service programs that are appropriate for the participant based on the assessment of the following:

- *The participant’s work history and an inventory of his or her employment skills, knowledge, and abilities.*

- *The participant's educational history and present educational competency level.*
- *An evaluation of the chances for employment given the current skills of the participant and the local labor market conditions.*

Core hours shall be limited as follows:

- *When the assistance unit includes CalFresh, federally known as SNAP, all the individuals shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher*
- *When the assistance unit does not include CalFresh recipients, all the individuals shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

If the actual hours of participation in work experience and community service falls short of the family's core hourly requirement but is equal to or greater than the calculated hours, the family will be deemed to have met the core hourly requirement. No more than the number of hours derived from the calculation will be allowed to count toward participation.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation. Divide actual number of hours of participation by 4.33 to get a weekly average number of hours; round to the nearest whole number.

17. Did the head of household participate for at least the number of hours based on the FLSA calculation required for participation in community service for the All Families rate?

If the actual number of hours of participation for this individual in question #16 is equal to or greater than the maximum allowable hours under FLSA rules calculation, enter "yes." If not, enter "no."

If "yes," the number of hours needed to meet the core hourly requirement will be "deemed."

18. Did this family participate for at least the number of hours based on the FLSA calculation required for participation in Community Service for the Two-Parent rate?

If the total actual number of hours of participation for the family in question #16 is equal to or greater than the maximum allowable hours under the FLSA rules calculation, enter "yes." If not, enter "no."

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

19. Vocational Educational Training

For federal data reporting purposes, vocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations. Vocational education must be provided by vocational-technical schools, postsecondary institutions, or proprietary schools.

Vocational educational training placements are documented on a list developed by each California county. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational educational training and/or to assign activities as a result of assessment. For programs not on the county's list, the CWD determines if the program is directly related to job preparation.

Basic and remedial education and English as a Second Language (ESL) are counted as part of vocational educational training activity on a case-by-case basis when the participant's educational history and present educational competency level assessment shows a need for such activities to be included in the vocational education program for the participant to be successful. For example, Vocational English as a Second Language (VESL) is an embedded activity that allows non-native English speakers to learn the language that is specific to and necessary for successful performance in a particular vocation. The service provider and/or the recipient's case manager will determine whether the activities are necessary for successful participation.

In some instances, the vocational educational training is completed as part of distance learning. Participation counts toward vocational educational training hours only when the time spent is monitored by the service provider and reported to the CWD.

Verification of hours spent in class time must confirm that the individual was enrolled in all the classes for which hours were reported and that the hours of reported class time for the month correspond to the individual's class schedule. For example, if a client provided documentation, such as a time sheet, of 12 hours spent in class time for a week, then verification of those hours could include a schedule, or printout, that shows current enrollment in 12 semester units.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

This activity has a lifetime limit of 12 months beginning December 1, 1996. If participation in other federally allowable activities meets or exceeds the hourly participation requirement, then the hours of participation in vocational educational training would not count toward the 12-month limit. After the 12-month limit, this activity may qualify as education directly related to employment (if no high school diploma or General Educational Development [GED] certificate) or job skills training directly related to employment only after the core hourly requirement has been met from participation in other core activities.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

20. Job Skills Training Directly Related to Employment

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any state-certified college or university. Activities may include vocational educational training that has been extended beyond 12 months.

In some instances, the job skills training is completed as part of distance learning. Participation counts toward job skills training directly related to employment only when the distance learning program otherwise meets the definition of job skills training directly related to employment and the time spent online can be monitored by the service provider and reported to the CWD and documented in the case file.

Verification of hours spent in class time must confirm that the individual was enrolled in all the classes for which hours were reported and that the hours of reported class time for the month correspond to the individual's class schedule. For example, if a client provided documentation, such as a time sheet, of 12 hours

spent in class time for a week, then verification of those hours could include a schedule, or printout, that shows current enrollment in 12 semester units.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

21. Education Directly Related to Employment (for head-of-household with no High School diploma or certificate of High School Equivalency)

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job, or job offer. The activity is primarily for adults without a high school diploma or certificate of high school equivalency and includes adult basic education, ESL and, where required as a prerequisite for employment, education leading to a GED certificate or high school equivalency diploma. Activities may include vocational educational training that exceeds the 12-month limit.

In some instances, the education directly related to employment is completed as part of distance learning. Participation will count toward education directly related to employment only when the distance learning program otherwise meets the definition of the activity and the time spent in distance learning is monitored by the service provider and is reported to the CWD and documented in the case file. Homework time that can be documented and verified may also be counted.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

In order to count hours of participation, participants must make good or satisfactory progress as determined by the CWD. In general, attendance, academic performance, and completion timeframes may be included in the criteria for good or satisfactory progress. Satisfactory progress is monitored monthly by the CWD and the documentation is verified and maintained in the participant's case file, except for teen parent heads-of-household receiving Cal-Learn services, which are monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for such individual while the county works with the participant to improve his or her participation and progress. A statement that documents this decision must be included in the case file.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

22. Satisfactory School Attendance (for head-of-household with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED certificate. Hours of participation attending high school in a vocational education track may be counted under this activity.

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 GED certificate or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation will be completed as part of distance learning and will count toward satisfactory school attendance only when the distance learning program otherwise meets the definition of the activity and the time spent can be monitored by the service provider and is reported to the CWD on a monthly basis. Participants must provide routinely available documentation of school attendance and satisfactory progress. Actual hours of participation are verified using report cards, attendance records, and similar documentation made available by the

service provider and/or participant and maintained in the case file. Documentation needed to support all the reported hours of participation includes the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours. Case managers who have reason to believe that a participant is not attending school can require that specific documentation and verification be provided more often, as necessary.

In order to count as hours of participation, participants must make "good or satisfactory progress" as determined by the CWD. In general, attendance, academic performance, and completion timeframes may be included in the standard for good or satisfactory progress. Satisfactory progress is monitored monthly by the CWD and the documentation is verified and maintained in the participant's case file except for teen parent heads of household receiving Cal-Learn services, which are monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for such individual while the county works with the participant to improve his or her participation and progress. A statement that documents this decision must be included in the case file.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

23. Providing Childcare for an Individual(s) Participating in a Community Service Program

For federal data reporting purposes, providing childcare to an individual participating in community services is providing childcare to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for their own children in the home while the other participates in activities. In most situations, this activity would be reported as unsubsidized employment.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

24. Work Activities Other Than Those Specified Above

For federal data reporting purposes, other work activities are: (1) actual hours of participation in activities that do not meet the definitions provided above, or (2) actual hours of participation in allowable activities whose hours are not countable toward the participation rates (e.g., job search hours that exceed the four-week, six-week or 12-week (hourly) limit).

Counties are strongly encouraged to report actual hours of participation in "other" activities.

Enter the weekly average of the actual number of hours participated in the month. These hours will not count in the work participation rate.

25. Was the head-of-household a single custodial parent with a child under six years old in the review month?

Enter yes, if the head-of-household was a single custodial parent with a child under six years old in the review month. If the head-of-household was not a single custodial parent or did not have a child under six years old, enter no. The child must be under six years old as of the first of the review month.

26. If yes to question #25, was the head-of-household eligible for the federal work disregard for a single custodial parent with a child under 12 months old in the review month?

If the head-of-household is a single custodial parent with a child under 12 months of age, the family may be eligible to be disregarded from the rate. The single custodial parent is eligible for a disregard for up to 12 months. This disregard is a cumulative, lifetime limit of 12 months, beginning December 1, 1996, for any single custodial parent, but not necessarily a one-time disregard. If the single custodial parent meets this definition, and did not meet federal participation requirements by participating in the required number of hours in allowable work activities, enter yes. If the head-of-household does not meet this definition, has already been disregarded from the rate for 12 months, or is meeting participation requirements by participating the required number of hours in allowable work activities, enter no.

27. Was the head-of-household granted a good cause waiver for the Family Violence Option?

Enter yes, if the head-of-household was granted a good cause waiver for the Family Violence Option in the review month. If not, enter no.

28. Is the head-of-household currently not aided due to a CalWORKs WTW sanction?

If the head-of-household was sanctioned for noncompliance with the CalWORKs WTW program requirements during the review month, enter yes. If not, enter no.

29. If yes to question #28, has the family been sanctioned more than three months in the previous 12-month period?

Enter no if the head-of-household is currently sanctioned and not meeting participation requirements, and the family has not been sanctioned for more than three months in the previous 12-month period. A family in which all adults have been sanctioned for less than three months in a 12-month period may be disregarded from the rate calculation. The answer entered here will also populate question #58 and question #87.

30. Was the head-of-household verifiably exempt from participation in CalWORKs WTW activities in the review month?

If the head-of-household has been provided a CalWORKs WTW exemption according to Manual of Policies and Procedures (MPP) Section 42-712, enter yes. If no exemption has been provided and documented in the case file, enter no. This information is for Pay-for-Performance purposes.

31. Case Comments

Identify the individual (A1, A2, A3), the work activity, and the verifiable source of documentation for hours of participation that have been reported and documented, such as hours of participation from pay stubs, time sheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. If applicable, describe or comment on hours of participation entered in question #24.

Information entered here will appear in question #60 and question #89. Once information is entered in question #60 or question #89 it will also be seen here.

32. Was there another adult in the household who was a work-eligible member of the assistance unit in the review month?

A work-eligible individual is an adult (or minor head-of-household) receiving assistance under TANF or a Separate State Program or a non-recipient parent living with a child receiving such assistance unless the parent is:

- *A minor parent and not the head-of-household.*
- *A non-citizen who is ineligible to receive assistance due to his or her immigration status.*

- *On a case-by-case basis, a recipient of SSI benefit.*
- *On a case-by-case basis, a recipient of SSDI benefits.*
- *Providing care for a disabled family member living in the home provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member.*
- *An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program.*

An applicant for SSI or SSDI is work-eligible. However, once the individual is approved for SSI or SSDI benefits, he or she is no longer considered to be work-eligible. In these instances, prior reported work eligibility information should be reviewed and revised, if necessary, to indicate the individual is no longer work-eligible. Please note that responses to questions may need to be modified if an individual's work-eligible status is changed.

Enter yes, if the head-of-household meets the definition of a work-eligible individual. If the head-of-household does not meet the definition of a work-eligible individual, enter no.

33. If yes to question #32, enter the date of birth for the adult.

Enter the eight-digit code for date of birth for the adult (or minor child head-of-household) in the format MMDDYYYY. If the county is using the CSV, the format must be MM/DD/YYYY.

34. Does this case meet the definition of a two-parent family?

A two-parent family, for federal data reporting purposes, is a family with two work-eligible, natural or adoptive parents of the same minor child living in the home, unless both are minors and neither is a head-of-household.

However, if one (or both) of the parents is disabled, the family is not considered a two-parent family for federal work participation rate purposes. Consequently, the case is not included in the denominator of the two-parent participation rate. Instead, the case is considered an all-families case and will be included in determining only the county's overall (all-families) work participation rate. Enter yes if this case should be included in the two-parent rate. Enter no if this case should not be included in the two-parent rate. The answer to this question will also appear in question #63.

35. Did the adult participate in any work activities in the review month?

If yes, enter yes and provide the average number of hours per week of participation during the review month in the appropriate work activity(ies) below. If the adult did not participate during the review month, enter no.

For each work activity (below) in which a work-eligible individual participates, determine the average of the actual hours of participation for each week in the report month. To do this, add the number of actual hours for the month and divide by 4.33, then round to the nearest whole number. Enter the average hours per week for each activity. Counties must document and verify all actual participation, excused absences and holidays in each work activity and identify the source of the documentation (in questions #29, #56, and #83). The documentation and verification must be maintained in the case file.

36. Unsubsidized Employment

Unsubsidized employment is full-time or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Only the hours that are paid by the employer are counted as unsubsidized employment.

Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journey person and attend classes are also considered unsubsidized employment. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

Net self-employment income is determined by offsetting monthly business expenses, evidenced by receipts submitted by the participant, against monthly gross income from self-employment. Based on current CalWORKs eligibility rules, the recipient may choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income, which will be reported as business expenses for federal data reporting purposes.

The number of countable hours is determined by dividing the net self-employment income by the federal minimum wage; divide by 4.33, then round to the nearest whole number.

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

37. 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. Only the hours that are paid by the employer are counted as subsidized employment.

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.

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

38. 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 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. Only the hours that are paid by the employer are counted as subsidized employment.

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.

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

39. Work Experience

Work experience is a training activity performed in the public or private sector, including a nonprofit, community-based, or faith-based setting, that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment. Core hours shall be limited as follows:

- *When the assistance unit includes CalFresh, federally known as SNAP, all the individuals shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher.*

- *When the assistance unit does not include CalFresh recipients, all the individuals shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

If the actual hours of participation in work experience and community service falls short of the family's core hourly requirement but is equal to or greater than the calculated hours, the family will be deemed to have met the core hourly requirement. No more than the number of hours derived from the calculation will be allowed to count toward participation.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation. Divide actual number of hours of participation by 4.33 to get a weekly average number of hours; round to the nearest whole number.

40. Did this work eligible individual participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience for the All-Family rate?

If the actual number of hours of participation for this individual in question #39 is equal to or greater than the maximum allowable hours under FLSA rules calculation, enter "yes." If not, enter "no."

If "yes," the remaining number of hours needed to meet the core hourly requirement will be "deemed."

41. 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 total actual number of hours for the family in questions #8 and #39 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 core hourly requirement will be "deemed."

42. 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. 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.

43. Job Search and Job Readiness Assistance

Job search is an activity in which the participant's principal activity is to prepare to seek or 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 résumé or job application, interviewing skills, instruction in work place expectations, and life skills training.*
- b. Substance abuse treatment, mental health treatment, or rehabilitation activities. Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous and Narcotics Anonymous.*
- c. On a case-by-case basis, domestic abuse services that address barriers to employment.*

Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; and financial planning and life skills training.

The criteria professionals use for assigning individuals to these services is that the services must be necessary to prepare an individual to obtain or maintain employment or to participate in WTW activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with

the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

- d. Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or to participate in other WTW activities.*
- e. Participation in orientation, appraisal, or assessment. Orientation is an introduction to the WTW program, including a general description of CalWORKs activities, participation requirements, consequences for failing to meet requirements, available supportive services, and exemptions from participation.*

Appraisal is an evaluation of an individual’s employment history and skills, necessary supportive services, and any other relevant information needed to assign an individual to WTW activities, as well as informing the individual of his or her rights and responsibilities as pertinent to the program.

Assessment is a thorough individual review of the recipient’s work history, employment skills, educational history, competency levels, need for supportive services, physical limitations or mental conditions, available resources, all in comparison to the local labor market conditions, in order to complete a WTW plan.

- f. Time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting résumés and completing applications.*

Hours spent in these activities are verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional documentation of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation and verification which must be included in the case file.

Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in the preceding 12-month period. The six-week limit is based on the average number of hours per week required for a family to count in the overall participation rate. Thus, the six-week limit equates to 120 hours and 180 hours, respectively. For the limit of no more than four consecutive weeks, a week is seven consecutive days and is not converted to hours. Reporting any hours in a week uses a week of participation. Refer to Attachment 2 for more information.

If participation in other federally-allowable activities meets or exceeds the hourly participation requirement, then the hours of participation in job search and job readiness assistance will not be counted toward the four-week or six-week limit.

A full week of participation may be calculated based on the average daily hours for three or four days. For this calculation, a week is five days. The average hours of participation during three or four days may be applied to the remaining one or two days in the week to determine the total hours for a week. This calculation is the only exception to reporting actual hours and its use is limited to once in a 12-month period. If the calculation is used, the case file must indicate that weekly hours were based on the average number of hours for three or four days.

For those months when California either: (1) has an unemployment rate at least 50 percent greater than the unemployment rate of the United States or (2) meets the definition of a “needy State”, the limit on an individual’s participation in job search and job readiness assistance may be increased from six weeks to a maximum of 12 weeks in the preceding 12-month period. Any increase in the maximum number of weeks of job search and job readiness assistance is permitted only on a case-by-case basis and only for months when California meets the above criteria. It is important to note that the determination of whether a state meets the criteria is made late in the month following the month of qualification. If, at that time, it is discovered that weeks of job search and job readiness assistance were incorrectly counted, the participation rate data must be adjusted for the month. Refer to the following ACF website for information on whether California qualifies for counting these additional weeks on a monthly basis:

http://www.acf.hhs.gov/programs/ofa/policy/pi-ofa/12wks_qualifiers10.htm

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

44. Of the hours reported in question #43, how many hours of participation were in Mental Health services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in mental health services even if the number of hours in question #43 was zero, which could occur due to exceeding the four-week or six-week (hourly) limit for participation in job search and job readiness assistance. These hours are reported for Pay-for-Performance purposes.

45. Of the hours reported in question #43, how many hours of participation were in Substance Abuse services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in substance abuse services even if the number of hours in question #43 was zero. These hours are reported for Pay-for-Performance purposes.

46. Of the hours reported in question #43, how many hours of participation were in Domestic Violence services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in domestic violence services even if the number of hours in question #43 was zero. These hours are reported for Pay-for-Performance purposes.

47. Community Service Programs

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.

Participation in self-initiated community service programs is permitted as long as the activity is temporary and transitional, is performed in the public or private nonprofit sector, provides basic job skills that may lead to employment while meeting a community need, and is approved by the CWD. The CWD approves self-initiated community service programs that are appropriate for the participant based on the assessment of the following:

- *The participant’s work history and an inventory of his or her employment skills, knowledge, and abilities.*
- *The participant’s educational history and present educational competency level.*

- *An evaluation of the chances for employment given the current skills of the participant and the local labor market conditions.*

Core hours shall be limited as follows:

- *When the assistance unit includes CalFresh, federally known as SNAP, all the individuals shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher.*
- *When the assistance unit does not include CalFresh recipients, all the individuals shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

If the actual hours of participation in work experience and community service falls short of the family's core hourly requirement but is equal to or greater than the calculated hours, the family will be deemed to have met the core hourly requirement. No more than the number of hours derived from the calculation will be allowed to count toward participation.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation. Divide actual number of hours of participation by 4.33 to get a weekly average number of hours; round to the nearest whole number.

48. Did the head of household participate for at least the number of hours based on the FLSA calculation required for participation in Community Service for the All Families rate?

If the actual number of hours of participation for this individual in question #47 is equal to or greater than the maximum allowable hours under FLSA rules calculation, enter "yes." If not, enter "no."

If "yes," the number of hours needed to meet the core hourly requirement will be "deemed."

49. Did this family participate for at least the number of hours based on the FLSA calculation required for participation in community service for the Two-Parent rate?

If the total actual number of hours of participation for the family in questions #16 and #47 is equal to or greater than the maximum allowable hours under the FLSA rules calculation, enter "yes." If not, enter "no."

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

50. Vocational Educational Training

For federal data reporting purposes, vocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations. Vocational education must be provided by vocational-technical schools, postsecondary institutions or proprietary schools. Vocational educational training placements are documented on a list developed by each California county. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational educational training and/or to assign activities as a result of assessment. For programs not on the county's list, the CWD determines if the program is directly related to job preparation.

Basic and remedial education and ESL are counted as part of vocational educational training activity on a case-by-case basis when the participant's educational history and present educational competency level assessment shows a need for such activities to be included in the vocational education program for the participant to be successful. For example, VESL is an embedded activity that allows non-native English speakers to learn the language that is specific to and necessary for successful performance in a particular vocation. The service provider and/or the recipient's case manager will determine whether the activities are necessary for successful participation. In some instances, the vocational educational training is completed as part of distance learning. Participation counts toward vocational educational training hours only when the time spent is monitored by the service provider and reported to the CWD.

Verification of hours spent in class time must confirm that the individual was enrolled in all the classes for which hours were reported and that the hours of reported class time for the month correspond to the individual's class schedule. For example, if a client provided documentation, such as a time sheet, of 12 hours spent in class time for a week, then verification of those hours could include a schedule, or printout, that shows current enrollment in 12 semester units.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework

required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

This activity has a lifetime limit of 12 months beginning December 1, 1996. If participation in other federally allowable activities meets or exceeds the hourly participation requirement, then the hours of participation in vocational educational training would not count toward the 12-month limit. After the 12-month limit, this activity may qualify as education directly related to employment (if no high school diploma or GED certificate) or job skills training directly related to employment only after the core hourly requirement has been met from participation in other core activities.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

51. Job Skills Training Directly Related to Employment

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any state-certified college or university. Activities may include vocational educational training that has been extended beyond 12 months.

In some instances, the job skills training is completed as part of distance learning. Participation counts toward job skills training directly related to employment only when the distance learning program otherwise meets the definition of job skills training directly related to employment and the time spent online can be monitored by the service provider and reported to the CWD and documented in the case file.

Verification of hours spent in class time must confirm that the individual was enrolled in all the classes for which hours were reported and that the hours of reported class time for the month correspond to the individual's class schedule. For example, if a client provided documentation, such as a time sheet, of 12 hours spent in class time for a week, then verification of those hours could include a schedule, or printout, that shows current enrollment in 12 semester units.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

52. Education Directly Related to Employment (for heads-of-households with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job, or job offer. The activity is primarily for adults without a high school diploma or certificate of high school equivalency and includes adult basic education, ESL and, where required as a prerequisite for employment, education leading to a GED certificate or high school equivalency diploma. Activities may include vocational educational training that exceeds the 12-month limit.

In some instances, the education directly related to employment is completed as part of distance learning. Participation will count toward education directly related to employment only when the distance learning program otherwise meets the definition of the activity and the time spent in distance learning is monitored by the service provider and is reported to the county welfare department and documented in the case file. Homework time that can be documented and verified may also be counted.

Verification of hours spent in class time must confirm that the individual was enrolled in all the classes for which hours were reported and that the hours of reported class time for the month correspond to the individual's class schedule. For example, if a client provided documentation, such as a time sheet, of 12 hours spent in class time for a week, then verification of those hours could include a schedule, or printout, that shows current enrollment in 12 semester units.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or

similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

In order to count hours of participation, participants must make good or satisfactory progress as determined by the CWD. In general, attendance, academic performance, and completion timeframes may be included in the criteria for good or satisfactory progress. Satisfactory progress is monitored monthly by the CWD and the documentation is verified and maintained in the participant's case file, except for teen parent heads-of-household receiving Cal-Learn services, which are monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for such individual while the county works with the participant to improve his or her participation and progress. A statement that documents this decision must be included in the case file.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

53. Satisfactory School Attendance (for individuals with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED certificate. Hours of participation attending high school in a vocational education track may be counted under this activity.

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 GED certificate or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation will be completed as part of distance learning and will count toward satisfactory school attendance only when the distance learning

program otherwise meets the definition of the activity and the time spent can be monitored by the service provider and is reported to the CWD on a monthly basis. Participants must provide routinely available documentation of school attendance and satisfactory progress. Actual hours of participation are verified using report cards, attendance records, and similar documentation made available by the service provider and/or participant and maintained in the case file.

Documentation needed to support all the reported hours of participation includes the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours. Case managers who have reason to believe that a participant is not attending school can require that specific documentation and verification be provided more often, as necessary.

In order to count as hours of participation, participants must make "good or satisfactory progress" as determined by the CWD. In general, attendance, academic performance, and completion timeframes may be included in the standard for good or satisfactory progress. Satisfactory progress is monitored monthly by the CWD and the documentation is verified and maintained in the participant's case file except for teen parent heads-of-household receiving Cal-Learn services, which are monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for such individual while the county works with the participant to improve his or her participation and progress. A statement that documents this decision must be included in the case file.

Enter the weekly average of the actual number of hours participated in the month and if it is not enough to meet requirements, 20 core hours will be deemed.

54. Providing Childcare for an Individual Participating in a Community Service Program

For federal data reporting purposes, providing childcare to an individual participating in community services is providing childcare to enable another TANF

recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for their own children in the home while the other participates in activities. In most situations, this activity would be reported as unsubsidized employment.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

55. Work Activities Other than Those Specified Above

For federal data reporting purposes, other work activities are: (1) actual hours of participation in activities that do not meet the definitions provided above, or (2) actual hours of participation in allowable activities in which hours are not counted toward the participation rates (e.g., job search hours that exceed the four-week, six-week, or 12-week (hourly) limit).

Counties are strongly encouraged to report actual hours of participation in "other" activities.

Enter the weekly average of the actual number of hours participated in the month. These hours will not count in the work participation rate.

56. Was the adult granted a good cause waiver for the Family Violence Option?

Enter yes, if the second adult was granted a good cause waiver for the Family Violence Option in the review month. If not, enter no.

57. Is the adult currently not aided due to a CalWORKs WTW sanction?

If the second adult was sanctioned for noncompliance with the CalWORKs WTW program requirements during the review month, enter yes. If not, enter no.

58. If yes to question #57, has the family been sanctioned more than three months in the previous 12-month period?

Enter no, if the second adult is currently sanctioned and not meeting participation requirements, and the family has not been sanctioned for more than three months in the previous 12-month period. A family in which all adults have been sanctioned less than three months in a 12-month period may be disregarded from the rate calculation. The answer entered here will also populate question #29 and question #87.

59. Was the adult verifiably exempt from participation in CalWORKs WTW activities in the review month?

If the second adult has been provided a CalWORKs WTW exemption according to MPP 42-712, enter yes. If no exemption has been provided and documented in the case file, enter no. This information is for Pay-for-Performance purposes.

60. Case Comments

Identify the individual (A1, A2, A3), the work activity, and the verifiable source of documentation for hours of participation that have been reported and documented, such as hours of participation from pay stubs, time sheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. If applicable, describe or comment on hours of participation entered in question #55.

Information entered here will appear in question #31 and question #89. Once information is entered in question #31 or question #89 it will also be seen here.

61. Was there another adult in the household who was a work-eligible member of the assistance unit in the review month?

A work-eligible individual is an adult (or minor head-of-household) receiving assistance under TANF or a Separate State Program or a non-recipient parent living with a child receiving such assistance unless the parent is:

- *A minor parent and not the head-of-household.*
- *A non-citizen who is ineligible to receive assistance due to his or her immigration status.*
- *On a case-by-case basis, a recipient of SSI benefits.*
- *On a case-by-case basis, a recipient of SSDI benefits.*
- *Providing care for a disabled family member living in the home provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member.*
- *An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program.*

An Applicant for SSI or SSDI is work-eligible. However, once the individual is approved for SSI or SSDI benefits, he or she is no longer considered to be work-eligible. In these instances, prior reported work eligibility information should be

reviewed and revised, if necessary, to indicate the individuals are is no longer work-eligible. Please note that responses to questions may need to be modified if an individual's work-eligible status is changed.

Enter yes, if the head-of-household meets the definition of a work-eligible individual. If the head-of-household does not meet the definition of a work-eligible individual, enter no.

62. If yes to question #61, enter the date of birth for the adult

Enter the eight-digit code for date of birth for the adult (or minor head-of-household) in the format MMDDYYYY. If the county is using the CSV, the format must be MM/DD/YYYY.

63. Does this case meet the definition of a two-parent family?

A two-parent family, for federal data reporting purposes, is a family with two work-eligible, natural or adoptive parents of the same minor child living in the home, unless both are minors and neither is a head-of- household.

However, if one (or both) of the parents is disabled, the family is not considered a two-parent family for federal data reporting purposes. Consequently, the case is not included in the denominator of the two-parent participation rate. Instead, the case is considered an all-families case and will be included in determining only the county's overall (all-families) work participation rate. Enter yes if this case should be included in the two-parent rate. Enter no if this case should not be included in the two-parent rate.

The answer to this question will also appear in question #34.

64. Did the adult participate in any work activities in the review month?

If yes, enter yes and provide the average number of hours per week of participation during the review month in the appropriate work activity(ies) below. If the adult did not participate during the review month, enter no.

For each work activity (below) in which a work-eligible individual participates, determine the average of the actual hours of participation for each week in the report month. To do this, add the number of actual hours for the month and divide by 4.33, then round to the nearest whole number. Enter the average hours per week for each activity. Counties must document and verify all actual participation, excused absences and holidays in each work activity and identify the source of the documentation (in questions #29, #56, and #83). The documentation and verification must be maintained in the case file.

65. Unsubsidized Employment

Unsubsidized employment is full-time or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Only the hours that are paid by the employer are counted as unsubsidized employment.

Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journey person and attend classes are also considered unsubsidized employment.

The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

Net self-employment income is determined by offsetting monthly business expenses, evidenced by receipts submitted by the participant, against monthly gross income from self-employment. Based on current CalWORKs eligibility rules, the recipient may choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income, which will be reported as business expenses for federal data reporting purposes. The number of countable hours is determined by dividing the net self-employment income by the federal minimum wage; divide by 4.33, then round to the nearest whole number.

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

66. 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. Only the hours that are paid by the employer are counted as subsidized employment.

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.

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

67. 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 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. Only the hours that are paid by the employer are counted as subsidized employment.

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.

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

68. Work Experience

Work experience is a training activity performed in the public or private sector, including a nonprofit, community-based or faith-based setting, that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment. Core hours shall be limited as follows:

- *When the assistance unit includes CalFresh, federally known as SNAP, all the individuals shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher.*
- *When the assistance unit does not include CalFresh recipients, all the individuals shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

If the actual hours of participation in work experience and community service falls short of the family's core hourly requirement but is equal to or greater than the calculated hours, the family will be deemed to have met the core hourly requirement. No more than the number of hours derived from the calculation will be allowed to count toward participation.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation.

Divide actual number of hours of participation by 4.33 to get a weekly average number of hours; round to the nearest whole number.

69. Did the head of household participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience for the All Families rate?

If the actual number of hours of participation for this individual in question #68 is equal to or greater than the maximum allowable hours under Fair Labor Standards Act (FLSA) rules calculation, enter "yes." If not, enter "no."

If "yes," the remaining number of hours needed to meet the core hourly requirement will be "deemed."

70. 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 total actual number of hours of participation for the family in questions #8, #39, and #68 is equal to or greater than the maximum allowable hours under the FLSA rules calculation, enter "yes." If not, enter "no."

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

71. 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. 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.

72. Job Search and Job Readiness Assistance

Job search is an activity in which the participant's principal activity is to prepare to seek or 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 résumé or job application, interviewing skills, instruction in work place expectations, and life skills training.*
- b. Substance abuse treatment, mental health treatment, or rehabilitation activities. Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous and Narcotics Anonymous.*
- c. On a case-by-case basis, domestic abuse services that address barriers to employment.*

Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; and financial planning and life skills training.

The criteria professionals use for assigning individuals to these services is that the services must be necessary to prepare an individual to obtain or maintain employment or to participate in WTW activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

- d. Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or to participate in other WTW activities.*

- e. *Participation in orientation, appraisal, or assessment. Orientation is an introduction to the WTW program, including a general description of CalWORKs activities, participation requirements, consequences for failing to meet requirements, available supportive services, and exemptions from participation.*

Appraisal is an evaluation of an individual's employment history and skills, necessary supportive services, and any other relevant information needed to assign an individual to WTW activities, as well as informing the individual of his or her rights and responsibilities as pertains to the program.

Assessment is a thorough individual review of the recipient's work history, employment skills, educational history, competency levels, need for supportive services, physical limitations or mental conditions, available resources, all in comparison to the local labor market conditions, in order to complete a WTW plan.

- f. *Time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting résumés and completing applications.*

Hours spent in these activities are verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional documentation of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation and verification which must be included in the case file.

Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in the preceding 12-month period. The six-week limit is based on the average number of hours per week required for a family to count in the overall participation rate. Thus, the six-week limit equates to 120 hours and 180 hours, respectively. For the limit of no more than four consecutive weeks, a week is seven consecutive days and is not converted to hours. Reporting any hours in a week uses a week of participation. Refer to Attachment 2 for more information.

If participation in other federally-allowable activities meets or exceeds the hourly participation requirement, then the hours of participation in job search and job readiness assistance will not be counted toward the four-week or six-week limit.

A full week of participation may be calculated based on the average daily hours for three or four days. For this calculation, a week is five days. The average hours of participation during three or four days may be applied to the remaining one or two days in the week to determine the total hours for a week. This calculation is the only exception to reporting actual hours and its use is limited to

once in a 12-month period. If the calculation is used, the case file must indicate that weekly hours were based on the average number of hours for three or four days.

For those months when California either: (1) has an unemployment rate at least 50 percent greater than the unemployment rate of the United States; or (2) meets the definition of a “needy State”, the limit on an individual’s participation in job search and job readiness assistance may be increased from six weeks to a maximum of 12 weeks in the preceding 12-month period. Any increase in the maximum number of weeks of job search and job readiness assistance is permitted only on a case-by-case basis and only for months when California meets the above criteria. It is important to note that the determination of whether a state meets the criteria is made late in the month following the month of qualification. If, at that time, it is discovered that weeks of job search and job readiness assistance were incorrectly counted, the participation rate data must be adjusted for the month. Refer to the following ACF website for information on whether California qualifies for counting these additional weeks on a monthly basis:

http://www.acf.hhs.gov/programs/ofa/policy/pi-ofa/12wks_qualifiers10.htm

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

73. Of the hours reported in question #72, how many hours of participation were in mental health services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in mental health services even if the number of hours in question #72 was zero, which could occur due to exceeding the four-week or six-week (hourly) limit for participation in job search and job readiness assistance. These hours are reported for Pay-for-Performance purposes.

74. Of the hours reported in question #72, how many hours of participation were in Substance Abuse services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in substance abuse services even if the number of hours in question #72 was zero. These hours are reported for Pay-for-Performance purposes.

75. Of the hours reported in question #72, how many hours of participation were in Domestic Violence services?

If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

Enter the weekly average number of hours the individual participated in domestic violence services even if the number of hours in question #72 was zero. These hours are reported for Pay-for-Performance purposes.

76. Community Service Programs

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.

Participation in self-initiated community service programs is permitted as long as the activity is temporary and transitional, is performed in the public or private nonprofit sector, provides basic job skills that may lead to employment while meeting a community need, and is approved by the CWD. The county welfare department approves self-initiated community service programs that are appropriate for the participant based on the assessment of the following:

- *The participant’s work history and an inventory of his or her employment skills, knowledge, and abilities.*
- *The participant’s educational history and present educational competency level.*
- *An evaluation of the chances for employment given the current skills of the participant and the local labor market conditions.*

Core hours shall be limited as follows:

- *When the assistance unit includes CalFresh, federally known as SNAP, all the individuals shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs*

grant plus the SNAP allotment divided by the state or federal minimum wage, whichever is higher.

- *When the assistance unit does not include CalFresh recipients, all the individuals shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

If the actual hours of participation in work experience and community service falls short of the family's core hourly requirement but is equal to or greater than the calculated hours, the family will be deemed to have met the core hourly requirement. No more than the number of hours derived from the calculation will be allowed to count toward participation.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation. Divide actual number of hours of participation by 4.33 to get a weekly average number of hours; round to the nearest whole number.

77. Did the head of household participate for at least the number of hours based on the FLSA calculation required for participation in community service for the All Families rate?

If the number of hours of participation entered for question #76 is equal to or greater than the maximum allowable hours under FLSA rules calculation, enter "yes." If not, enter "no."

If "yes," the number of hours needed to meet the core hourly requirement will be "deemed."

78. Did this family participate for at least the number of hours based on the FLSA calculation required for participation in community service for the Two-Parent rate?

If the total actual number of hours of participation for the family in questions #16, #47, and #76 is equal to or greater than the maximum allowable hours under the FLSA rules calculation, enter "yes." If not, enter "no."

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

79. Vocational Educational Training

For federal data reporting purposes, vocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations. Vocational education must be provided by vocational-technical schools, postsecondary institutions or proprietary schools.

Vocational educational training placements are documented on a list developed by each California County. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational educational training and/or to assign activities as a result of assessment. For Basic and programs not on the county's list, the CWD determines if the program is directly related to job preparation.

Remedial education and ESL are counted as part of vocational educational training activity on a case-by-case basis when the participant's educational history and present educational competency level assessment shows a need for such activities to be included in the vocational education program for the participant to be successful. For example, VESL is an embedded activity that allows non-native English speakers to learn the language that is specific to and necessary for successful performance in a particular vocation. The service provider and/or the recipient's case manager will determine whether the activities are necessary for successful participation.

In some instances, the vocational educational training is completed as part of distance learning. Participation counts toward vocational educational training hours only when the time spent is monitored by the service provider and reported to the CWD.

Verification of hours spent in class time must confirm that the individual was enrolled in all the classes for which hours were reported and that the hours of reported class time for the month correspond to the individual's class schedule. For example, if a client provided documentation, such as a time sheet, of 12 hours spent in class time for a week, then verification of those hours could include a schedule, or printout, that shows current enrollment in 12 semester units.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work

site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

This activity has a lifetime limit of 12 months beginning December 1, 1996. If participation in other federally allowable activities meets or exceeds the hourly participation requirement, then the hours of participation in vocational educational training would not count toward the 12-month limit. After the 12-month limit, this activity may qualify as education directly related to employment (if no high school diploma or GED certificate) or job skills training directly related to employment only after the core hourly requirement has been met from participation in other core activities.

Enter the weekly average of the actual number of hours participated in the month, including excused absences and holidays that are counted as actual participation.

80. Job Skills Training Directly Related to Employment

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any state-certified college or university. Activities may include vocational educational training that has been extended beyond 12 months.

In some instances, the job skills training is completed as part of distance learning. Participation counts toward job skills training directly related to employment only when the distance learning program otherwise meets the definition of job skills training directly related to employment and the time spent online can be monitored by the service provider and reported to the CWD and documented in the case file.

Verification of hours spent in class time must confirm that the individual was enrolled in all the classes for which hours were reported and that the hours of reported class time for the month correspond to the individual's class schedule. For example, if a client provided documentation, such as a time sheet, of 12 hours spent in class time for a week, then verification of those hours could include a schedule, or printout, that shows current enrollment in 12 semester units.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or

similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation.

81. Education Directly Related to Employment (for heads-of-households with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job, or job offer. The activity is primarily for adults without a high school diploma or certificate of high school equivalency and includes adult basic education, ESL and, where required as a prerequisite for employment, education leading to a GED certificate or high school equivalency diploma. Activities may include vocational educational training that exceeds the 12-month limit.

In some instances, the education directly related to employment is completed as part of distance learning. Participation will count toward education directly related to employment only when the distance-learning program otherwise meets the definition of the activity and the time spent in distance learning is monitored by the service provider and is reported to the CWD and documented in the case file. Homework time that can be documented and verified may also be counted.

Verification of hours spent in class time must confirm that the individual was enrolled in all the classes for which hours were reported and that the hours of reported class time for the month correspond to the individual's class schedule. For example, if a client provided documentation, such as a time sheet, of 12 hours spent in class time for a week, then verification of those hours could include a schedule, or printout, that shows current enrollment in 12 semester units.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation must not exceed the hours required or advised by the educational program. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

In order to count hours of participation, participants must make good or satisfactory progress as determined by the county welfare department. In general, attendance,

academic performance, and completion timeframes may be included in the criteria for good or satisfactory progress. Satisfactory progress is monitored monthly by the CWD and the documentation is verified and maintained in the participant's case file, except for teen parent heads-of-household receiving Cal-Learn services, which are monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for such individual while the county works with the participant to improve his or her participation and progress. A statement that documents this decision must be included in the case file.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation.

82. Satisfactory School Attendance (for heads-of-households with no High School diploma or certificate of High School Equivalency)

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED certificate. Hours of participation attending high school in a vocational education track may be counted under this activity.

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 GED certificate or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation will be completed as part of distance learning and will count toward satisfactory school attendance only when the distance learning program otherwise meets the definition of the activity and the time spent can be monitored by the service provider and is reported to the CWD on a monthly basis. Participants must provide routinely available documentation of school attendance and satisfactory progress. Actual hours of participation are verified using report cards, attendance records, and similar documentation made available by the service provider and/or participant and maintained in the case file. Documentation needed to support all the reported hours of participation includes the participant's

name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time will be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted as participation will not exceed the hours required or advised by the educational program. Homework time that can be documented and verified may also be counted. For all homework time, documentation must consist of a time sheet or similar record of actual participation hours signed by the individual verifying the activity and must include the participant's name; the name of the employer, work site supervisor or other service provider; the number of hours; and the name and phone number of the person verifying the hours. Case managers who have reason to believe that a participant is not attending school can require that specific documentation and verification be provided more often, as necessary.

In order to count as hours of participation, participants must make "good or satisfactory progress" as determined by the county welfare department. In general, attendance, academic performance, and completion timeframes may be included in the standard for good or satisfactory progress. Satisfactory progress is monitored monthly by the CWD and the documentation is verified and maintained in the participant's case file except for teen parent heads of household receiving Cal-Learn services, which are monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for such individual while the county works with the participant to improve his or her participation and progress. A statement that documents this decision must be included in the case file.

Enter the weekly average of the actual number of hours participated in the month and if it is not enough to meet requirements, 20 core hours will be deemed.

83. Providing Childcare for an Individual Participating in a Community Service Program

For federal data reporting purposes, providing childcare to an individual participating in community services is providing childcare to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for their own children in the home while the other parent participates in activities. In most situations, this activity would be reported as unsubsidized employment.

Enter the weekly average of the actual number of hours participated in the month including excused absences and holidays that are counted as actual participation.

84. Work Activities Other Than Those Specified Above.

For federal data reporting purposes, other work activities are: (1) actual hours of participation in activities that do not meet the definitions provided above, or (2) actual hours of participation in allowable activities whose hours are not countable toward the participation rates (e.g., job search hours that exceed the four-week, six-week, or 12-week (hourly) limit).

Counties are strongly encouraged to report actual hours of participation in "other" activities.

Enter the weekly average of the actual number of hours participated in the month. These hours will not count in the work participation rate.

85. Was the adult granted a good cause waiver for the Family Violence Option?

Enter yes, if the third adult was granted a good cause waiver for the Family Violence Option in the review month. If not, enter no.

86. Is the adult currently not aided due to a CalWORKs WTW sanction?

If the third adult was sanctioned for noncompliance with the CalWORKs WTW program requirements during the review month, enter yes. If not, enter no.

87. If yes to question #86, has the family been sanctioned more than three months in the previous 12-month period?

Enter no if the third adult is currently sanctioned and not meeting participation requirements, and the family has not been sanctioned for more than three months in the previous 12-month period. A family in which all adults have been sanctioned less than three months in a 12-month period may be disregarded from the rate calculation. The response entered here will also populate question #29 and question #58.

88. Was the adult verifiably exempt from participation in CalWORKs WTW activities in the review month?

If the third adult has been provided a CalWORKs WTW exemption according to MPP 42-712, enter yes. If no exemption has been provided and documented in the case file, enter no. This information is for Pay-for-Performance purposes.

89. Case Comments

Identify the individual (A1, A2, A3), the work activity, and the verifiable source of documentation for hours of participation that have been reported and documented, such as hours of participation from pay stubs, time sheets, attendance records, or

similar documentation made available by the service provider and/or participant and maintained in the case file. If applicable, describe or comment on hours of participation entered in question #84.

Information entered in question #31 or question #60 will be seen here. Once information is entered here, it will appear in question #31 and question #60.

**COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
WORK PARTICIPATION RATE (WPR) SAMPLE INFORMATION FOR
FEDERAL FISCAL YEAR 2011**

The federal TANF sample is the basis for the calculation of California's official TANF WPRs that are used for the determination of federal TANF penalties and program characteristics. It is an annual sample that is valid only on a statewide basis and includes work participation and other demographic and program data regarding TANF families.

The federal Research and Development Enterprise Project (RADEP) sample is a statewide sample and does not have a sufficient number of cases for each county to provide statistically valid county work participation rates (CoWPRs). As a result, additional county-specific samples were needed and a new data collection system, Enterprise II Lite (E2L), was implemented to collect necessary work participation data. Each county's CoWPR sample consists of the combination of its RADEP and E2L samples. The E2L system replaced the County TANF Work Participation Rate Monthly Report (WTW 30) in October 2006.

Counties receive quarterly CoWPR data files, error reports, and work participation reports via email in order to reconcile their TANF WPRs. Beginning June 2008, the CoWPR data files were modified to add three fields (stratum code, completion code, and case weight) to assist counties in validating their computed participation rates.

Sample Design

The CoWPR sample design has been modified to provide the necessary data to compute county-valid work participation rates that are comparable to the statewide RADEP non-two-parent and two-parent rates as required by the Deficit Reduction Act of 2005. It also reflects efficiencies that eliminate the need to collect duplicative work participation data by excluding federally sampled RADEP cases.

The sample design and methodology is based on the current federally approved TANF sample plan. All samples are drawn from the Medical Eligibility Data Systems (MEDS) file. The monthly sample frames are determined by TANF aid codes and eligibility status codes from the MEDS. The frames consist of all cases that are eligible for TANF assistance in each sample month, including Kinship Guardianship Assistance Payment (Kin-GAP) program cases¹. Each month, once the federal TANF sample cases are drawn, additional county specific sample cases (E2L) are drawn from the corresponding federal sample frames with the previously selected federal sample cases removed. This is to ensure that a case does not have more than one chance to be selected into the samples. The following is a description of the three types of samples that are drawn.

¹ To maintain consistency with the federal sampling methodology, Kin-Gap cases are included in all sample frames and included in the calculation of case weights. But by definition, they are excluded from the WPR calculations.

Federal (RADEP) sample:

The federal active sample is an annual statewide stratified 3,000 case sample that is the basis for the federal statewide work participation rate calculations and other demographic information used to evaluate the TANF program. The data is collected in the RADEP system and consists of case characteristics and work participation data. The sample is drawn on a monthly basis, with approximately 1/12 of the total samples drawn each month. It is statistically valid only on an annual statewide basis. Per federal requirements, it consists of three strata with minimum completed case samples of:

- 1) 600 ongoing two parent (2P) cases (review type "C").
- 2) 1,800 ongoing non-2P cases (review type "A").
- 3) 600 newly approved cases (combined 2P and non-2P, review type "B").

E2L sample:

The E2L sample is a county-specific sample that is combined with the federal RADEP sample to produce the CoWPR sample. The data is collected in the E2L system and consists of work participation-related data only. This sample is not statistically valid for use by itself for any purpose other than data collection. The samples are drawn in a similar manner as the federal sample but without the "new approved" stratification. Each county has two types of E2L sample cases:

- 1) 2P cases, including ongoing and newly approved (review type "H").
- 2) non-2P cases, including ongoing and newly approved (review type "G").

CoWPR sample:

The CoWPR sample is the basis for the county TANF work participation rate calculations and any associated work participation ad hocs. It is the combination of each county's RADEP and E2L samples. Every county has two samples, the sizes of which are dependent on their caseload size and 2P caseload proportions. Typically, with the exception of smaller counties, minimum sample sizes are:

- 1) 600 2P cases (review type "C", "H", "B-2P").
- 2) 1,800 non-2P cases (review types "A", "G", "B non-2P").

The non-two-parent work participation rates include data from both samples and the Two-Parent rates only include the two parent sample data.

Weighting of the Samples

Because CoWPR samples are stratified to include sufficient data to produce both non-two-parent and two-parent WPRs, a case weighting methodology must be utilized to compensate for disproportionate sampling of the sub-groups (strata). Each county has its own set of monthly case weights that are associated with each completed case and must be used when analyzing the data. The case weights are dependent on how the case was sampled (stratum), the sample month, and the stratum caseload for the month, and are subject to change whenever any of these variables change.

Since both state and federal WPR data collection systems are based on stratified samples of active TANF cases, the samples must be weighted in order to compensate

for disproportionate sampling from the various strata found on page one. Each county has its own set of monthly case weights that are applied to each completed sample case depending on how it was sampled (or stratum), the month it was sampled, and the stratum caseload for the sample month. Case weights are recalculated throughout the year whenever stratum universes and/or sample data are updated.

The case weights are determined by dividing the stratum caseloads (as determined by the monthly TANF cash grant caseloads from the CA 237CW) by the corresponding number of completed cases in each stratum for the sample month. This methodology is based upon the federal sample design.

The actual calculation of the weights is complex. The stratification of “newly approved” cases in the RADEP sample requires that the CoWPR case weights be adjusted so that they do not disproportionately affect the WPR calculations or any data analysis. However, since many counties will not always have any federal newly approved RADEP sample cases (review type “B”) in a sample month, two sets of formulas are necessary.

The steps for establishing the monthly CoWPR case weights for each county are as follows:

Step 1: Create four CoWPR strata and determine the number of completed cases in each stratum as illustrated below. These strata are used for CoWPR case weighting purposes only.

A completed case is defined as a case that received TANF assistance for the sample month. For RADEP, this means Item T9=“1”; for E2L, it means Question #1=“Yes.” A newly approved case is one that received TANF assistance for the sample month but not in the two months prior to the sample month. An ongoing case is one that receives aid for the sample month and prior months. The “csv” files will be modified in the near future to include the stratum codes and completed case indicators so that calculation of the case weights may be verified.

Step 1 (continued):

Step	Stratum	Code	Completed case criteria	
			RADEP	E2L
1A.	Ongoing 2P	231	Review type "C" AND T9=1	Review type "H", AND Question #1="Yes" AND ongoing
1B.	Ongoing non-2P	101	Review type "A" AND T9=1	Review type "G", AND Question #1="Yes" AND ongoing
1C.	Newly approved-2P	221	Review type "B-2P" AND T9=1	Review type "H", AND Question #1="Yes" AND newly approved
1D.	Newly approved non-2P	121	Review type "B non-2P" AND T9=1	Review type "G", AND Question #1="Yes" AND newly approved

Step 2: Determine the monthly stratum universes using the cash grant caseloads from the CA 237CW and Kin-Gap case counts from the administrative claim reports. Item 8a from the caseload report provides the total number of TANF cash grant cases, but other line items are used to further divide the caseloads into the categories needed. The identification of 2P/non-2P cash grant safety net caseloads are used from Item 13a, and the new application and restorations in Item 7a and 7b.

The formulas in the tables below use the CA 237CW cell references found in the upper left hand corner of each cell in the report (see attached). The Kin-GAP caseload will be provided upon written request to the county consultants.

Step	Stratum	Code	Universe Formulas using CA 237CW cell numbers	Description
2A.	Ongoing 2P	231	59+117-34-39	Cases receiving cash grant (Part B-Items 8a, Part C-13a, Kin-Gap) minus Applications and Restorations (Part B-Items 7a, 7b)
2B.	Ongoing non-2P	101	60+61+62+118-35-36-37-38-40-41-42-43+Kin-Gap from administrative claim	
2C.	Newly approved 2P	221	34+39	Applications and Restorations-non-2P (Part B-Items 7a, 7b)
2D.	Newly approved non-2P	121	35+36+37+38+40+41+42+43	

Step 3: For each sample month, calculate the CoWPR case weights for each stratum by dividing the monthly stratum universe by the monthly number of completed cases. The calculation is dependent on whether or not there were any completed federal newly approved RADEP sample cases (Review type “B”) in the month. Separate newly approved case weights are only calculated when the CoWPR monthly sample includes federal newly approved RADEP sample cases in the stratum. Since this may change from month to month, it is important to check your county data for the incidence of these types of cases before choosing the appropriate formula.

Step	Stratum	Code	Case weight calculation	
			Without federal newly approved cases (Review type “B”)	With federal newly approved cases (Review type “B” in the stratum)
3A.	Ongoing 2P	231	Step #2A divided by Step #1A	Step #2A+#2C divided by Step #1A+#1C
3B.	Ongoing non-2P	101	Step #2B divided by Step #1B	Step #2B+#2D divided by Step #1B+#1D
3C.	Newly approved 2P	221	Step #2C divided by Step #1C	Step #2A+#2C divided by Step #1A+#1C
3D.	Newly approved non-2P	121	Step #2D divided by Step #1D	Step #2B+#2D divided by Step #1B+#1D

Calculation of the County Work Participation Rates

The Federal Data Reporting and Analysis Bureau (FDRAB) staff merge the CoWPR sample data with the RADEP sample data to create the work participation database that is used to compute the county-specific non-two-parent (overall) and two-parent work participation rates. The E2L survey tool or Comma Separated Values (CSV) file that is produced from the E2LA tool is not sufficient by itself to calculate CoWPRs.

All sample cases are weighted appropriately to remove bias as a result of the over-sampling of two-parent families and newly approved cases in the calculation of the participation rates. The mid-point estimate (from which the confidence limits are constructed) of the non-two-parent and two-parent work participation rates are used in the determination of the CoWPRs. Once the case weights are established, each case is analyzed to determine its WPR characteristics.

For your convenience, the last four “weighted numerator/denominator” columns of the CoWPR CSV files contain the weighted value of each case as calculated in Step 3 so that the WPRs can be correctly calculated. The stratum code, completion code, and

case weight will be added to the files in the near future. The columns labeled “Weighted_Den” and “Weighted_Num” represent the contribution of the case to the non-two-parent numerator and denominator. The columns labeled “Weighted_Den_2P” and “Weighted_Num_2P” represent the contribution of the case to the two-parent numerator and denominator. There is the possibility of having as many as four different case weights in any one month, and they reflect the strata as defined in the weighting methodology.

TANF cases with no “work eligible” persons (including Kin-GAP) are assigned case weights, but are excluded from the WPR calculations. For these cases, zeroes will appear in the weighted numerator/denominator columns.

An example has been included on the next few pages to illustrate this process. The number of completed samples in Step #1 is determined by counting the number of cases marked “completed” by stratum in the monthly reconciliation CSV files. Please note only a portion of the CSV file is displayed in the example. Attachment 1 contains the CA 237CW data that is used in the calculations in Step #2.

This example is one where the county had federal newly approved cases in its sample. Using the example, the following is an explanation of the occurrence of multiple case weights in the column “Weighted_Den” in a sample month:

- The cases with the value 119.316 in the column indicate that they are an ongoing non-2P cases that are counted in the non-two-parent denominator.
- The cases with the value 14.918 are ongoing 2P cases in the non-two-parent denominator.
- The cases with the value 56.071 are newly approved non-2P cases in the non-two-parent denominator.
- The cases with the value 7.889 are newly approved 2P cases in the non-two-parent denominator.
- Zeroes indicate that the case either was disregarded from the non-two-parent denominator or did not receive TANF in January 2007.

The other columns may be interpreted similarly.

To verify the actual work participation rates from the CSV files, please refer the “How to Weight the County Work Participation Rate (WPR) files” document presented at a previous PMC meeting or in the “WPR [XX] Documentation.pdf” attachment in the monthly reconciliation email.

Calculation of the County Work Participation Rates (continued)

Example: The Jan 07 case weights for County A are calculated as follows:

Stratum	Completed Samples (Step #1)	Stratum Universe (Step #2)	Case weight (Step #3)
3A. Ongoing, non-2P	158	18,852	119.316
3B. Ongoing, 2P	61	910	14.918
3C. Newly approved, non-2P	14	785	56.071
3D. Newly approved, 2P	9	71	7.889
Total	242	20,618	Not applicable

A partial “WPRdata_A.csv” file for County A (without several data columns and only a few cases) appears below.

County	Review	Weighted_Den	Weighted_Num	Weighted_Den_2p	Weighted_Num_2p	Stratum Code
A	07A01002	119.316	0	0	0	101
A	07A01003	119.316	119.316	0	0	101
A	07A01004	0	0	0	0	101
A	07B01001	0	0	0	0	121
A	07B01002	7.889	0	7.889	0	221
A	07B01003	56.071	0	0	0	121
A	07B01006	56.071	56.071	0	0	121
A	07C01001	14.918	0	14.918	0	231
A	07C01002	14.918	14.918	14.918	14.918	231
A	07G01001	0	0	0	0	101
A	07G01002	119.316	119.316	0	0	101
A	07H01008	14.918	14.918	14.918	14.918	231
A	07H01005	14.918	0	14.918	0	231

Additional Information

Which counties must do the E2L reviews? All counties must do CoWPR data reporting.

Who does the E2L reviews? County staff collects and provides the E2L data.

How does the county receive the E2L sample? All counties receive their E2L samples via the web-based E2L system.

How is the review completed? Data may be entered into the E2L survey tool or transmitted via a CSV file that is produced using the E2LA tool.

Sample source: Medi-Cal Eligibility Data System.

Sample universe: The sample universe includes all active TANF cases, including one parent, two-parent, newly approved, child only cases, (aid codes 30, 32, 33, 35, 38, 3A, 3C, 3E, 3G, 3H, 3L, 3P, 3R, 3U, 3W, 4F and 4G). It does not include any federally sampled RADEP cases. (Note: work eligible adults in sampled cases are now subject to reporting).

Sample size: Varies by county. Sample sizes are based upon several factors: 1) overall caseload size; 2) proportion of two-parent and non-two-parent caseloads; and 3) the number of federally sampled RADEP cases. The sample sizes found in Attachment 7 of this ACL provides the sample precisions necessary to calculate work participation rates that are comparable to the federal non-two-parent and two-parent rates when combined with the RADEP sample cases, and include allowances for dropped cases. The estimated CoWPR sample sizes are listed in the first column of the chart found in Attachment 7. The required minimum number of completed cases is listed in the last column.

100 percent reporting: 100 percent reporting will be based upon TANF eligible cases found in MEDS.

Who draws the sample? The Federal Data Reporting and Analysis Bureau.

When are the samples drawn? Two sub-samples, non-two-parent and two-parent, are maintained and monitored. The samples are drawn in two phases, primary and supplemental:

- The primary sample is pulled around the end of the month prior to the sample month.
- The supplemental sample is pulled approximately the end of the month following the sample month. The supplementary samples consist of families that received aid during the sample month but were not initially selected, or in MEDS, due to timing issues.

Review numbers: An eight digit review number is assigned to each case in the sample for ease of identification and so that the samples may be monitored on a regular basis. An example review number is 07G10428. The format is as follows:

- Two digit federal fiscal year code (07).
- One digit sample type indicator (“G”=non-two-parent, “H”=two parent).
- Two-digit sample month code (01-12).
- Three digit sequence number (001-999).

- If supplemental review, the three digit sequence number will be 800-899.

Is there an overlap with the E2L sample and the RADEP sample? No, there is no overlap. FDRAB will merge the data from the CoWPR and the RADEP samples for each county to create a county work participation rate.

Reporting Due Date: Both the primary and secondary samples are due to the State 75 days after the end of the sample month.

County TANF Work Participation Rate Contact Sheet
For

_____ County

(Please return this form any time the information requires updating)

Primary E2L Contact Person	
Name _____	Title _____
Department _____	
Address _____	
City/State/Zip _____	
Phone _____	
E-mail Address _____	

Alternate E2L Contact Person	
Name _____	Title _____
Department _____	
Address _____	
City/State/Zip _____	
Phone _____	
E-mail Address _____	

Prepared by _____ Date _____

Return this contact sheet to:
California Department of Social Services
Federal Data Reporting and Analysis Bureau
744 P Street, MS 9-12-57, Sacramento, CA 95814
Phone (916) 657-3659 Fax (916) 657-1791
Attention: Work Participation Rate Unit

**County TANF Work Participation Rate Contacts in the
CDSS Federal Data Reporting and Analysis Bureau**

The following persons in the Federal Data Reporting and Analysis Bureau are available to provide assistance with data reporting issues, the federal and county-specific samples, and the work participation rate.

Shelley Tillman, Chief
916-651-3783
Shelley.Tillman@dss.ca.gov

Joel Reynolds, Manager
916-651-1097
Joel.Reynolds@dss.ca.gov

Geraldine Walker, County Consultant
916-653-1434
Geraldine.Walker@dss.ca.gov

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba

E2L Help Desk
E2Lite@dss.ca.gov
Phone 916-653-5400
Fax: 916-657-1791

For technical questions regarding E2Lite system software.

**COUNTY WORK PARTICIPATION RATE (COWPR) SAMPLE SIZES
INCLUDING THE REQUIRED MINIMUM NUMBER OF COMPLETED CASES
FFY 2011**

County	Waiver Option ^{1/}	Sample Estimates (includes allowance for drop rates ^{2/})						Annual Minimum Number of Completed Samples ^{3/}	
		CWPR Sample (subject to E2Lite data collection)		Federal RADEP Sample (subject to RADEP data collection)		Total Sample for WPR Calculation (CWPR + RADEP)		Two-parent	All Other
		Annual	Monthly	Annual	Monthly	Annual	Monthly		
ALAMEDA	A	1,440	120	118	10	1,558	130	377	923
Alpine ^{4/}	B	93	8	0	0	93	8	5	82
Amador	A	1,010	84	3	0	1,013	84	234	674
Butte	A	1,343	112	22	2	1,365	114	353	883
Calaveras	A	1,084	90	4	0	1,088	90	257	762
Colusa	B	1,427	119	1	0	1,428	119	161	1,011
CONTRA COSTA	A	1,363	114	67	6	1,430	120	368	941
Del Norte	A	1,135	95	6	1	1,141	96	312	761
El Dorado	A	1,224	102	10	1	1,234	103	311	809
FRESNO	B	2,389	199	180	15	2,569	214	622	1,780
Glenn	A	1,082	90	4	0	1,086	90	253	759
Humboldt	B	2,416	201	11	1	2,427	202	481	1,692
Imperial	B	2,393	199	34	3	2,427	202	583	1,705
Inyo ^{5/}	B	984	82	1	0	985	82	82	797
KERN	A	1,266	106	150	13	1,416	119	376	931
Kings	A	1,304	109	24	2	1,328	111	344	887
Lake	A	1,240	103	8	1	1,248	104	319	808
Lassen	A	1,116	93	3	0	1,119	93	265	709
LOS ANGELES	B	1,740	145	1,097	91	2,837	236	628	1,957
Madera	A	1,318	110	22	2	1,340	112	335	921
Marin	A	1,223	102	8	1	1,231	103	249	905
Mariposa	B	1,367	114	2	0	1,369	114	237	993
Mendocino	A	1,262	105	11	1	1,273	106	321	841
MERCED	A	1,224	102	58	5	1,282	107	373	851
Modoc	B	1,196	100	1	0	1,197	100	216	845
Mono	B	604	50	0	0	604	50	38	349
MONTEREY	A	1,366	114	54	5	1,420	119	353	937
Napa	B	2,070	173	6	1	2,076	174	262	1,590
Nevada	B	2,066	172	6	1	2,072	173	406	1,430
ORANGE	A	1,274	106	137	11	1,411	117	376	937
Placer	A	1,258	105	13	1	1,271	106	343	810
Plumas	B	1,337	111	1	0	1,338	111	223	905
RIVERSIDE	A	1,274	106	233	19	1,507	125	380	916
SACRAMENTO	B	2,295	191	221	18	2,516	209	625	1,715
San Benito	A	1,207	101	7	1	1,214	102	285	801
SAN BERNARDINO	A	1,050	88	339	28	1,389	116	381	900
SAN DIEGO	B	2,500	208	191	16	2,691	224	619	1,868
SAN FRANCISCO	B	2,704	225	31	3	2,735	228	548	1,881
SAN JOAQUIN	B	2,491	208	113	9	2,604	217	613	1,807
San Luis Obispo	A	1,323	110	14	1	1,337	111	318	904
San Mateo	A	1,379	115	18	2	1,397	117	307	950
Santa Barbara	A	1,336	111	34	3	1,370	114	347	942
SANTA CLARA	B	2,515	210	99	8	2,614	218	610	1,846
Santa Cruz	A	1,328	111	16	1	1,344	112	311	936
Shasta	B	2,413	201	23	2	2,436	203	560	1,698
Sierra ^{4/}	B	294	25	0	0	294	25	34	187
Siskiyou	B	2,137	178	6	1	2,143	179	472	1,404
SOLANO	A	1,398	117	41	3	1,439	120	364	909
Sonoma	A	1,355	113	24	2	1,379	115	327	955
STANISLAUS	A	1,218	102	78	7	1,296	109	376	859
Sutter	A	1,230	103	11	1	1,241	104	335	811
Tehama	A	1,219	102	9	1	1,228	103	323	812
Trinity	B	1,263	105	1	0	1,264	105	272	919
TULARE	A	1,238	103	96	8	1,334	111	378	864
Tuolumne	A	1,175	98	5	0	1,180	98	281	763
VENTURA	B	2,599	217	45	4	2,644	221	575	1,907
Yolo	A	1,267	106	16	1	1,283	107	349	814
Yuba	A	1,246	104	12	1	1,258	105	337	840

Note: Counties in uppercase are the 19 largest Performance Measurement Counties (PMC)

^{1/} Option A = Waiver (+/- 5.0 Two-Parent, +/- 3.0 All Family) / Option B = No Change (+/- 3.9 Two-Parent, +/- 2.1 All Family)

^{2/} County specific drop rates used for sampling estimates.

^{3/} Minimum samples based on CA 237CW data--includes RADEP and E2Lite sample cases with no allowance for dropped

^{4/} Alpine county is subject to 100% reporting for both Two-Parent and All Other samples, based on MEDS data.

^{5/} Sierra and Mono counties are subject to 100% reporting for Two-Parent sample only, based on MEDS data.

**E2L DATA TRANSMISSION SCHEDULE
FEDERAL FISCAL YEAR 2011**

E2L SAMPLE MONTH	E2L DATA DUE TO CDSS
October 2010	Friday, January 14, 2011
November 2010	Monday, February 14, 2011
December 2010	Wednesday, March 16, 2011
January 2011	Monday, April 18, 2011
February 2011	Monday, May 16 2011
March 2011	Tuesday, June 14, 2011
April 2011	Thursday, July 14, 2011
May 2011	Monday, August 15, 2011
June 2011	Tuesday, September 13, 2011
July 2011	Friday, October 14, 2011
August 2011	Monday, November 14, 2011
September 2011	Wednesday, December 14, 2011

Due dates that fall on a Saturday, Sunday, or state holiday are extended to the following business day.