

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



August 4, 1988

ALL-COUNTY LETTER NO. 88-97

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY GAIN COORDINATORS

SUBJECT: GREATER AVENUES FOR INDEPENDENCE (GAIN) PROGRAM
REVISED GAIN 25 MONTHLY ACTIVITY REPORT

We are pleased to transmit the attached camera-ready revised GAIN Monthly Activity Report, Form GAIN 25 (7/88) and Instructions to be implemented August 1, 1988. The revised report should be used to report GAIN activity beginning August 1, 1988. We believe that the result will be a significant improvement in the accuracy and utility of GAIN 25 data both for statewide and County use.

Earlier you received All-County Information Notice (ACIN) I-67-88 transmitting the final draft version of the GAIN 25. The purpose of the ACIN was to provide Counties with advance notification of proposed changes to the form. There have been no changes to the form nor instructions transmitted via the ACIN.

The revised GAIN 25 report represents more than one year of effort. We would like to acknowledge the assistance of the following County organizations and groups:

- o The GAIN Committee of the County Welfare Directors Association (CWDA),
- o The GAIN Technical Subcommittee of the CWDA GAIN Committee,
- o The GAIN Information System (GIS) Subcommittee of the Welfare Case Data System Joint Committee, and
- o The County Work Group designated by the GAIN Directors Forum to reconcile the GAIN 25/Claim/Time Study forms.

In addition to the above, we would also like to acknowledge the special assistance of individual staff of Fresno, Los Angeles, San Diego, San Mateo, Santa Clara, Stanislaus and Sutter Counties.

IMPLEMENTATION OF THE REVISED GAIN 25

During the GAIN 25 revision process, there has been a maximum effort to keep Counties apprised of major changes which have been planned so that they could take appropriate steps to incorporate these changes into their data collection systems.

All Counties will be required to report on the revised Form GAIN 25 (7/88) for the month of August 1988 and thereafter.

We are requesting that Counties adapt their data systems as quickly as possible to meet the new GAIN 25 requirements. The new version must be used by all Counties for the month of August so that our County-by-County data from August 1988 on will be consistent. The Year-to-Date (YTD) totals in column 6 of the 7/88 report version should be calculated from the August 1, 1988 implementation date. The form GAIN 25 (6/86) version must be completed for July. (Those Counties which are able to do so may submit July data on the revised GAIN 25 in addition to the 6/86 version.)

We recognize that some Counties will have difficulty completing all sections of the revised GAIN 25 with the August report month, and we appreciate County efforts to revise their reporting systems for the August implementation month. Counties that anticipate difficulties in reporting complete and accurate data as of the August report month should contact the Statistical Services Section to discuss alternative solutions.

SIGNIFICANT CHANGES ON THE REVISED GAIN 25

The approach taken with respect to the revision process was to maintain the current GAIN 25 format to the extent possible. However, the revision process did result in major, though necessary, changes. The following is a listing of the major changes which were incorporated into the revised GAIN 25.

- o Information is captured on both referrals and attendance. The intent is to determine the proportion of individuals referred to components who actually attended the components.
- o Reporting of the number of No-Show Incidents is required. This will serve as an indicator for measuring the County staff effort required to get a GAIN registrant successfully into the components.
- o The number of cases receiving supportive services paid for with GAIN funds is added. This provides an exact count of GAIN-paid services which have been received.
- o Where appropriate, separate AFDC - Family Group (FG) and AFDC - Unemployed (U) counts have been combined into a single AFDC count.
- o Where appropriate, Year-to-Date columns have been added.

REVISED INSTRUCTIONS

The GAIN 25 Instructions were revised to provide additional definitions, more detail and examples of how data is to be reported in order to eliminate ambiguity. We believe that the revised instructions will be a valuable aid in achieving overall data reporting uniformity and consistency among Counties.

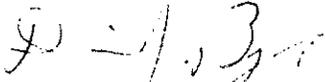
OTHER FORMS REVISIONS

There is a planning effort underway for the revision of the GAIN data collection forms, in particular the GAIN 27, 28, and 29. Revision of these source documents is necessary to enhance their utility in completing the GAIN 25 and to otherwise aid in the case management process.

In addition, the Time Study (DFA 52) and the Claim are being revised so that the terminology on those documents is consistent with the terminology on the GAIN 25. This will eliminate inconsistencies between activity reporting and time studying instructions. The budgeting documents will also be revised to reconcile with the revised GAIN 25, the Claim and the Time Study during this fiscal year.

If you have any questions concerning the revised GAIN 25 Report and Instructions, please contact Mr. Kip Steely of the Statistical Services Section at (916) 445-1926 concerning reporting procedures. Any program-related questions should be directed to your GAIN and Employment Services Operations Consultant at (916) 445-0287.

Sincerely,



DENNIS J. BOYLE
Deputy Director

Attachment

cc: CWDA

Send One Copy to: DEPARTMENT OF SOCIAL SERVICES
 STATISTICAL SERVICES SECTION
 744 P STREET, MAIL STATION 19-81
 SACRAMENTO, CALIFORNIA 95814

GAIN MONTHLY ACTIVITY REPORT

Regular Gain (Fed AFDC) State-Only AFDC

COUNTY: _____ CODE: 1 REPORT MONTH: _____ 2

A. Registration Data		MAND AFDC-FG ②	MAND AFDC-U ③	VOL FG/U ④	ALL AFDC FG/U ⑤	TOTAL YTD ⑥
1. Registrants at end of last month		3	4	5		
2. New registrants this month (a plus b)		6	7	8	9	10
a. Applicants		11	12	13	14	15
b. Recipients		16	17	18	19	20
3. Reregistrants this month		21	22	23	24	25
4. TOTAL (1 + 2 + 3)		26	27	28		
5. Deregistrations this month		29	30	31	32	33
6. TOTAL registrants, EOM, (4 minus 5)		34	35	36		
7. Registrants sanctioned this month		(37)	(38)	(39)	(40)	(41)
8. Obtained unsubsidized employment		(42)	(43)	(44)	(45)	(46)

B. Appraisal/Assessment	ALL AFDC-FG		ALL AFDC-U		ALL AFDC TOTAL ATTENDED	TOTAL YTD ATTENDED
	REFERRED ①	ATTENDED	REFERRED	ATTENDED		
1. Orientation/Appraisal	47	48	49	50	51	52
2. Assessment	53	54	55	56	57	58

C. Activities - Participants		ALL AFDC-FG		ALL AFDC-U		ALL AFDC TOTAL ATTENDED	TOTAL YTD ATTENDED	ALL AFDC ATTENDED EOM ⑦
		REFERRED	ATTENDED	REFERRED	ATTENDED			
1. Job Club - Pre Assess	59 COMPLETED	60	61	62	63	64	65	66
2. Sup Job Srch - Pre Assess	67	68	69	70	71	72	73	74
3. ^a Basic Ed - ESL	75	76	77	78	79	80	81	82
4. ^a Basic Ed - ABE	83	84	85	86	87	88	89	90
5. ^a Basic Ed - GED	91	92	93	94	95	96	97	98
6. Voc Training & Ed	99	100	101	102	103	104	105	106
7. Short-term PREP		107	108	109	110	111	112	113
8. Long-term PREP		114	115	116	117	118	119	120
9. OJT - Non-Grant Div		121	122	123	124	125	126	127
10. ^b OJT - Grant Div		128	129	130	131	132	133	134
11. ^b Supp Work - Grant Div		135	136	137	138	139	140	141
12. ^b Trans Emp - Grant Div		142	143	144	145	146	147	148

GAIN 25
MONTHLY ACTIVITY REPORT
INSTRUCTIONS

<u>SECTIONS</u>	<u>PAGE</u>
General Instructions	1
Column Instructions	6
Line-Item Instructions	9

DEPARTMENT OF SOCIAL SERVICES
July 1988

GENERAL INSTRUCTIONS

The purpose of the GAIN 25 Monthly Statistical Report is to capture operational data regarding GAIN program operations in the Counties on a monthly basis. The report is due on the twentieth of the month following the report month. Counties, with the written approval of the Statistical Services Section, may use a fiscal month ending no earlier than the twentieth of the report month for GAIN 25 reporting purposes.

Do not submit the report with cells left blank. Use zeros or "NA" for Not Available.

SECTION A - REGISTRATION DATA:

Registrants should be identified and reported at the point in time that they are found to be nonexempt from GAIN participation. For AFDC applicants, this should occur early in the application process, at or near the time the CA 1 and GAIN 24 are completed.

A.2.a - APPLICANTS:

Report all persons who are issued a GAIN 24 and become GAIN registrants as a result of an application for AFDC who are not reregistrants. The purpose is to identify new GAIN registrants who are registered because they are new to the AFDC program as opposed to existing AFDC recipients or reregistrants. Applicant status for GAIN reporting purposes does not mean the time interval between AFDC application and approval.

A.2.b - RECIPIENTS:

Report those persons who become GAIN registrants as a result of the AFDC annual redetermination process, termination of exemption status or other recipient phase-in process rather than as AFDC applicants.

A.3 - REREGISTRANTS:

Report those registrants who were previously registered for GAIN within the current State Fiscal Year.

- o For applicants, this would consist of all AFDC restorations and reapplications of GAIN registrants previously registered during the State Fiscal Year. (See MPP 40-103.42).
- o For recipients, this would consist of exempt individuals who become nonexempt and were registered previously during the State Fiscal Year.

A.4 - Total A1 plus A2 plus A3.

A.5 - DEREGISTRATIONS THIS MONTH:

Report all deregistrations resulting from any cause such as:

- o Termination from AFDC.
- o Sanction (mandatory and volunteer).
- o Becoming exempt from registration.

A.6 - TOTAL REGISTRANTS END-OF-MONTH: Remainder of A.4 minus A.5.

A.7 - REGISTRANTS SANCTIONED THIS MONTH:

Report all newly-sanctioned GAIN registrants. For mandatory AFDC-FG and U sanctions, the report month is the month that the grant discontinuance or reduction becomes effective. These counts should include only those registrants whose grant termination or reduction is verified to have occurred. For voluntary cases, the report month is the month that the registrant is removed from GAIN participation; i.e., the effective date of GAIN deregistration. There is no grant reduction or termination for volunteers who are sanctioned.

A.8 - OBTAINED UNSUBSIDIZED EMPLOYMENT:

Report all GAIN registrants who started unsubsidized employment during the month without regard to any effect on the AFDC grant or GAIN registration status.

SECTIONS B and C - REFERRED:

A referral to a component occurs on the day that a registrant is scheduled for a specific orientation/appraisal or activity session (not the scheduled date of the session). In the case of persons in Self-Initiated Program (SIP) Activities, the date of the Activity Agreement portion of the individual contract should be recorded as the referral date.

Report the number of individuals referred to each component (not the number of referrals) by County Welfare Department (CWD) staff to the activity. Count only the first referral of an individual to a particular component even if several referrals are necessary before attendance is confirmed. A new referral should not be reported until the registrant is referred to a new component. For example, an individual referred more than once to the same component would be reported only once. However, an individual referred to two separate components would be reported twice, i.e., once to each component. If the processing date (i.e. key entry date) of the referral differs from the actual referral date, the processing date may be used for reporting purposes to determine the report month.

SECTIONS B AND C - ATTENDED:

Report the number of individuals who started an activity or component and participated for at least part of one day during the report month. Do not report registrants whose actual attendance in the activity to which they have been referred has not been reliably verified. However, when a confirmation is received in a month subsequent to the month the registrant entered the component, the participation should be reported in the month the confirmation is processed rather than the month of actual participation.

If an activity requires enrollment prior to attendance, enrollment would not count as attendance. Attendance would be counted when confirmation is received of the registrant's presence at the assigned activity. A new attendance count should not be recorded until the registrant attends a new component. Only initial appraisals should be reported in a single GAIN registration sequence until deregistration and subsequent reregistration occurs. A new appraisal count would be entered subsequent to reregistration. Both initial and subsequent assessments (including reassessments after long-term PREP) should be reported.

SECTION C - ACTIVITY COMPLETED:

For activities C1 through C6, report the number of persons who completed each activity during the month. The registrant must have satisfactorily completed the activity.

Specific activity completion criteria are:

Job Club-Pre Assess,

Sup Job Srch-Pre Assess: Registrant completed the full three-week period or found a job anytime during the Pre Assessment Job Club/Supervised Job Search period.

Basic Ed-ESL - Satisfactorily attained basic skills in Basic Education - English-As-A-Second Language.

Basic Ed-ABE - Adult Basic Education completion criteria is the same as Basic Ed-ESL.

Basic Ed-GED - Obtained General Education Development certificate.

Voc Training and Ed - Satisfactorily completed vocational training or education.

SECTION C - ACTIVITIES END-OF-MONTH:

Report the number of persons confirmed as actively participating in the component/activity at the end of the month. This includes persons who have temporary excused absences but who are not deferred.

At a minimum, every registrant with a referral result of "participation" and with no end code would be counted in the end-of-month count.

SECTION D - NO-SHOW INCIDENTS:

Report the number of no-show (NS) incidents confirmed during the report month. NS incidents occur when a registrant does not show for a scheduled appointment pursuant to a specific referral and has not contacted the GAIN worker prior to the appointment time to request rescheduling. For example, a registrant is referred to Job Club on the fifth, twelfth, and twentieth of the month, and the County has confirmed three NS incidents. All three NS incidents should be reported on the GAIN 25 for the report month. If the County has confirmed only two NS incidents, then report a count of two in the report month, and report the last NS incident in the following report month when the NS incident is confirmed. The No-Show Incidents line applies to both Section B and C components.

SECTION E - DEFERRALS/NONPARTICIPATION STATUSES:

In the New this Month (New/Mo) columns, report new individuals in each category. In the End of Month (EOM) columns, report the number of GAIN registrants who are in a deferral or other nonparticipation status at the end of the report month. If a deferral is extended at the time of the scheduled review date, with no break in the deferral status, there would be no New-This-Month deferral recorded. The EOM count would continue to be reported.

SECTION F - SUPPORTIVE SERVICES:

Report the number of individuals receiving GAIN-paid supportive services (not the number of payments) any time during the month. This count may be duplicated as a participant may receive both child care and transportation in the same report month. However, the count within each category is to be unduplicated. Thus, if a participant receives transportation to attend both Job Club and On-The-Job Training (OJT) in the same month, the individual is to be reported only once under transportation. Counts are to be computed using fiscal records and should reflect payments made during the report month rather than the month services were provided.

SECTION G - EMPLOYMENT-GRANT IMPACT

Report the number of GAIN registrants' grants which have been reduced or terminated during the month due to earnings.

- o For grant reductions, the count should represent all registrants who have had AFDC grant reductions in the month as a result of Net Nonexempt Earnings (NNE). A count should be recorded for each month in which registrants have NNE. AFDC grant reduction records should be used to derive this data.
- o For grant terminations, the total should include all registrants whose grants have been terminated due to earnings.

GAIN 25 COLUMN INSTRUCTIONS

COLUMN INSTRUCTIONS

SECTION A - REGISTRATION DATA

- Col 2 - Mand AFDC-FG: Enter data only for GAIN registrants with AFDC-Family Group (AFDC-FG) deprivation status who do not meet the criteria for GAIN exemption.
- Col 3 - Mand AFDC-U: Enter data only for GAIN registrants with AFDC-Unemployed Parent (AFDC-U) deprivation status who do not meet the criteria for GAIN exemption.
- Col 4 - Vol FG/U: Enter data only for GAIN registrants, either with AFDC-FG or AFDC-U deprivation status who meet the criteria for GAIN exemption but who choose to register voluntarily.
- Col 5 - All AFDC FG/U: Enter sum of columns 2 plus 3 plus 4.
- Col 6 - Total YTD: Sum of column 5 for current month plus column 6 for previous month during the State Fiscal Year.

SECTIONS B AND C

- Col 1 and 2 - All AFDC/FG: Enter data for all AFDC-FG GAIN registrants.
- Col 3 and 4 - All AFDC-U: Enter data for all AFDC-U GAIN registrants.
- Col 1 and 3 - Referred: Enter data per General Instructions for registrants referred.
- Col 2 and 4 - Attended: Enter data per General Instructions for registrants' initial attendance.
- Col 5 - All AFDC
Total Attended: Sum of column 2 plus column 4.
- Col 6 - Total YTD Attended: Sum of column 5 for current month and column 6 for previous month during the State Fiscal Year.
- Col 7 - All AFDC Attended
EOM: Enter data for all GAIN registrants as per General Instructions.

SECTION C - COMPLETED Enter data for all GAIN registrants as per
General Instructions.

SECTION D - NO SHOW INCIDENTS

Col 2 - Incidents: Enter data for all AFDC-FG GAIN registrants as
per General Instructions.

Col 4 - Incidents: Enter data for all AFDC-U GAIN registrants as
per General Instructions.

Col 5 - All AFDC Total
Incidents: Sum of column 2 plus column 4.

Col 6 - Total YTD
Incidents: Sum of column 5 for current month plus column 6
for previous month during the State Fiscal
Year.

SECTION E DEFERRALS - NONPARTICIPATION STATUSES

Col 1 and 3 - New/Mo: Enter registrants newly placed in each status
during the report month as per General and
Line-Item instructions.

Col 2 and 4 - # EOM: Enter registrants in each status at end of
month as per General and Line-Item
instructions.

Col 5 - All AFDC
Total New/Mo: Enter sum of column 1 plus column 3.

Col 6 - Total YTD New/Mo: Sum of column 5 for current month plus column 6
from previous month of the State Fiscal Year.

Col 7 - Total # EOM: Enter sum of column 2 plus column 4.

SECTION F - SUPPORTIVE SERVICES

Col 2 - All AFDC-FG
Paid: Enter number of AFDC-FG registrants who
received GAIN-Paid services as per general and
line-item instructions.

Col 4 - All AFDC-U
Paid: Enter number of AFDC-U registrants who received
GAIN-Paid services as per general and line-item
instructions.

Col 5 - All AFDC
Total # Paid: Enter sum of column 2 plus column 4.

Col 6 - All AFDC YTD # Paid: Enter sum of column 5 for current month and column 6 from previous month of the State Fiscal Year.

SECTION G - EMPLOYMENT

Columns 1 & 2, 4 & 5: See general and line-item instructions.

Column 3 - Total YTD: Enter sum of column 1 plus column 2 for current month plus column 3 from the previous month of the State Fiscal Year.

Column 6 - Total YTD: Enter sum of column 4 plus column 5 for current month plus column 6 from the previous month of the State Fiscal Year.

GAIN 25
LINE-ITEM INSTRUCTIONS

LINE-ITEM INSTRUCTIONS

SECTION A - REGISTRATION DATA

A1 Registrants
at end of
last month:

A GAIN registrant is an AFDC applicant or recipient who is registered for the GAIN Program. Enter number from line A6 on previous month's GAIN 25 report.

A2 New
Registrants
this month:

Enter the number of AFDC applicants or recipients whose registration status changes from nonregistrant to registrant during the report month and who have not been a registrant previously during the past State Fiscal Year.

A2a Applicants:

Enter the number of individuals who become GAIN registered during the report month as a result of an AFDC application (not recipients who are phased into GAIN or whose status changes from exempt to nonexempt). Registration for applicants is automatic and should be recorded as soon as possible after the AFDC application concurrent with the issuance of the GAIN 24 registration notice. Intercounty transfers are not to be reported as applicants. Applicant for GAIN reporting purposes does not mean the time interval between AFDC application and approval.

A2b Recipients:

Enter the number of AFDC recipients who become GAIN registrants for reasons other than AFDC application. Do not include reregistrants as they are reported separately under A3. The count shall include recipients who are registered:

- o As a result of GAIN phase-in at the time of the redetermination.
- o As a result of termination of exempt status.
- o As a result of an exempt individual volunteering for GAIN.
- o As a result of an Inter-County Transfer.

A3 Reregistrants
this month:

Enter the number of persons who register during the month who have been previously registered within the past State Fiscal Year.

- A4 Total: Enter the sum of line A1 plus A2 plus A3.
- A5 Deregistrations this month: Enter the number of registrants removed from GAIN registration due to exemption, sanction, employment or being terminated from AFDC.
- A6 Total Registrants, EOM: Enter the remainder of Line A4 minus A5.
- A7 Registrants Sanctioned this month: Enter the number of GAIN registrants who have been penalized for failure to participate in GAIN without good cause. The three categories of sanctions are:
- o AFDC-FG Mandatory - the sanction is AFDC grant reduction due to termination of the GAIN registrant for three or six months. Enter a count only when the grant reduction has been verified.
 - o AFDC-U Mandatory - the sanction is AFDC grant discontinuance for three or six months. Enter a count only when the grant termination has been verified.
 - o AFDC-FG & U Volunteers - the sanction is deregistration from the GAIN Program for a period of six months. The AFDC grant is not affected.
- A8 Obtained Unsubsidized Employment: Enter a count for the number of GAIN registrants who have found unsubsidized employment (MPP 42-710.3(u)) during the month regardless of grant impact.

SECTION B - APPRAISAL/ASSESSMENT

- B1 Orientation/ Appraisal: Enter the number of registrants entering Orientation/ Appraisal.
- Orientation/Appraisal is a GAIN component. The term "GAIN Component" refers to GAIN assignments which provide GAIN Program information, and individual employability evaluation services or employment-related job search assistance, training, education or work experience designed to enhance employability. Orientation/Appraisal consists of five primary steps (not necessarily in this order):

- Step 1 - GAIN orientation.
- Step 2 - Recording of participant characteristics via the GAIN 26 form or substitute.
- Step 3 - Determining deferrals.
- Step 4 - Completion of CASAS testing.
- Step 5 - Signing the GAIN Activity Agreement specifying the first activity.

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

B2 Assessment: Enter the number of GAIN registrants referred to and attending Assessment as defined in MPP 42-773.2.

SECTION C - ACTIVITIES-PARTICIPANTS

GAIN activities are a subset of GAIN components. The term "GAIN Activity" applies to those components which provide employment-related job search assistance, training, education or work experience designed to enhance a registrants' employability. Orientation/Appraisal and Assessment are GAIN components which provide program information and individual employability evaluation services in order to determine appropriate job preparation activities.

C1 Job Club -

Pre Assess: Enter the number of registrants referred to and attending Pre-Assessment Job Club. Job Club is an activity with a duration of three weeks consisting of one week of classroom instructions in job seeking techniques followed by two weeks of supervised job search.

C2 Sup Job Srch -

Pre Assess: Enter registrant counts for Pre-Assessment Supervised Job Search which is a three-week component similar to Job Club except that there is generally no classroom component. Job search activities, including use of phone banks, are carried out under the close supervision of an experienced employment counselor.

C3 Basic Ed-ESL: Enter registrant counts for Basic ED-ESL. English-as-a-Second Language consists of intensive instruction in English for non-English speaking participants.

C4 Basic Ed-ABE: Enter registrant counts for Basic ED-ABE. Adult Basic Education Services include instruction in reading, writing and mathematics necessary for employment and preemployment training.

- C5 Basic Ed-GED: Enter registrant counts for Basic ED-GED. General Educational Development instruction consists of a course of study leading to a high school proficiency (GED) certificate.
- C6 Voc Training and Ed: Enter registrant counts for Vocational Training and Education entered into as a result of the assessment or an approved Self-Initiated Program. Vocational Training consists of training in employer-specific job skills and other training in a classroom or onsite setting. Educational services include community college and other educational services other than ESL, ABE or GED courses. Includes both GAIN-initiated and self-initiated. Self-initiated is also reported on line C15.
- C7 Short-term
PREP: Enter registrant counts for short-term (3 months) nonsalaried work experience with a public or private nonprofit agency under the Preemployment Preparation activity which is limited to three months. Includes both Basic and Advanced.
- C8 Long-Term
PREP: Enter registrant count for long-term work experience (up to 12 months). Similar to Short-Term PREP except that the limit of the assignment is one year rather than three months. Includes both Basic and Advanced.
- C9 OJT-Non-Grant
Div: Enter registrant counts for On-The-Job-Training Non-Grant Diversion in which a participant receives compensated job skills training on the work site from an employer. Report on line C9 only OJT not funded in whole or in part by Grant Diversion.
- C10 OJT-Grant
Div: Enter registrant counts for OJT (see C9) funded in whole or in part by Grant Diversion. Grant Diversion is the use of AFDC grant funds to fund a job training position.
- C11 Supp
Work-Grant
Div: Enter registrant counts for Supported Work which is a transitional work experience assignment provided through an intermediary service provider intended for registrants who have little or no work history. The assignment is characterized by 1) close supervision, 2) graduated performance expectations and 3) peer support. Assignments are subsidized by Grant Diversion.

C12 Trans
Emp-Grant
Div:

Enter registrant counts for Transitional Employment which is training and/or employment typically arranged by an intermediary service provider and funded at least in part by AFDC Grant Diversion. It is different from Supported Work in that it is intended for participants with some marketable skills and a work history.

C13 All Other
Job Search
Svcs:

Enter registrant counts for All Other Job Search Services. These may include one or a combination of post-assessment Job Club (Job Search Workshop), post-assessment Supervised Job Search, Unsupervised Job Search, Job Placement, Job Development or Employment Counseling. If Job Club or Supervised Job Search occur after Assessment as a part of the 90-day Job Search Services plan, the activity would be reported on the GAIN 25 under All Other Job Search Services rather than under the C1 or C2. The GAIN Activity Agreement refers to "job search services for 90 days." Job Club or Supervised Job Search which occur after assessment, in addition to being reported on line C13 are also counted on lines C16 and C17.

C14 Any Activity

Unduplicated: Enter unduplicated count of recipients in educational, work experience or training activities (C1 - C13). Even though an individual participates in two activities during the month, the individual should be reported only once on this line (example: Participant is referred to and finishes Job Club during a month, then begins attending Vocational Training during the same month).

C15 Self-Init
Program (SIP)
Activity:

Enter the number of registrants in Self-Initiated Program (SIP) Activities. This number is a duplicated count since registrants are also counted under the specific self-initiated activity which they attend in C1 - C13.

C16 Job Club -
Post Assess:

Enter a duplicate count of those participants reported on line C13, All Other Job Search Services, who are attending post-assessment Job Club during the month.

C17 Sup Job
Search -
Post Assess:

Enter a duplicate count of those participants reported on line C13, All Other Job Search Services, who are participating in post-assessment Supervised Job Search.

SECTION D - NO-SHOW INCIDENTS

D1 No-Show
Incidents

This Month: Enter the number which represents a count each time a registrant fails to show for a scheduled appointment without having contacted the GAIN worker previously to request rescheduling (from Sections B and C). See General Instructions for further detail.

SECTION E - DEFERRALS/NONPARTICIPATION STATUSES

E1 Individual
deferrals:

Enter counts of registrants with individual deferrals. Such registrants are prevented from participation in GAIN due to situations specified in MPP 42-761.3. Also include GAIN registrants who are deferred as a result of the approved random selection process for the GAIN evaluation who are identified as "controls."

E2 Funding-
related
exclusions:

Deferrals due to lack of funding situations as specified in the GAIN statute and in regulations under MPP 42-720.6, "CWD Reduction Plan."

E3 Conciliation:

Enter counts of registrants in formal and informal conciliation. Includes individuals who have failed to participate in GAIN without good cause and who are in the Conciliation process. Registrants who are determined to have good cause for failure to participate do not have a count entered here.

E4 Money

Management:

Enter counts mandatory of registrants who have been unsuccessful in the Conciliation process and whose grant is being paid to a substitute payee, through vendor payments or both as specified in MPP 42-785.

SECTION F - SUPPORTIVE SERVICES

F1 Child Care,

F2 Transportation,

F3 Ancillary Expenses:

Enter the number of GAIN registrants for whom a supportive service is being paid with GAIN funds. Do not include supportive services paid from non-GAIN funds. These counts must be derived from fiscal records to ensure accuracy.

P5 90-day

Trans

Child Care: Enter the number of former GAIN registrants who are employed and receiving 90-day Transitional Child Care Services with GAIN funds. This count must be derived from fiscal records to ensure accuracy.

SECTION G - EMPLOYMENT-GRANT IMPACT

G1 Unsubsidized: Enter counts for GAIN registrants obtaining unsubsidized employment which includes private sector and other compensated employment not specifically listed under G2 as Subsidized Employment. Report a grant termination or reduction only if the employment results in termination or reduction of AFDC benefits paid to, or on behalf of, the registrant. Grant reductions and terminations should be compiled from AFDC case records. Employer contact or verification is not required to enter a count.

G2 Subsidized: Enter counts for GAIN registrants placed in OJT - Non-Grant Diversion positions if the placement results in termination or reduction of AFDC benefits paid to, or on behalf of, the registrant.

a1144