

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 22, 1991

ALL-COUNTY LETTER NO. 91-01

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY GAIN COORDINATORS

SUBJECT: GREATER AVENUES FOR INDEPENDENCE (GAIN) MONTHLY
ACTIVITY REPORT (GAIN 25) AND INSTRUCTIONS

This letter has been written to inform you of recent changes that have been made to the GAIN 25 instructions (Attachment A). The old text on Attachment A has been lined out and new revisions, additions, and clarifications have been inserted. Please note the definition changes for registrant, unsubsidized employment and grant reduction reporting which were made to both General and Line Item Instructions. Refer to Sections A and G, Pages 1, 2, 3, 6, 9, 16, and 17 for the specific changes. All changes are effective April 1, 1991 and should be reflected on the April GAIN 25 report.

In addition, Line Item Instruction E4 (money management) and F5 (90 day trans child care) have been deleted. Counties are instructed not to use Line Item E4 and F5 until new instructions are issued.

If you have any questions or need further clarification regarding GAIN statistical reporting requirements, please call Mr. Dennis Winscott at (916) 445-1926.


DENNIS J. BOYLE
Deputy Director

Enclosures

cc: CWDA

Attachment A

GAIN MONTHLY ACTIVITY REPORT - GAIN 25

CONTENT

The GAIN Monthly Activity Report documents GAIN activity during each month of GAIN program operations. The report is divided into seven major sections: Registration Data, Appraisal/Assessment, Activities -Participants, No-Show Incidents, Deferrals/Nonparticipation Statuses, Supportive Services, and Employment-Grant Impact.

PURPOSE

The purpose of this data is to summarize, on a monthly basis, the numbers of AFDC applicants and recipients who register for the GAIN program; receive the various job training, education and supportive services offered by GAIN; obtain employment; or, are sanctioned for failure to cooperate with program requirements. Information in this report will be used to develop the annual reports to the Legislature required by the GAIN legislation. This information can also be used for management of the program at the local level.

DUE DATE AND SUBMITTAL INSTRUCTIONS

Reports are to be submitted by GAIN counties so as to be received in Sacramento by the twentieth of the month following the end of the report month.

Please mail reports to:

Department of Social Services
Statistical Services Bureau
744 P Street, Mail Station 19-81
Sacramento, CA 95814

GENERAL INSTRUCTIONS

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 2A are completed.

Report only those individuals who have been sent a referral to Orientation as being registered for GAIN. Reregistrants would only be registrants as defined in the instructions for Section A, Line 3, who are actually referred for GAIN services again.

A.2.a - APPLICANTS:

Report all persons who ~~are issued a GAIN 24~~ have been sent a referral to orientation 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 re-registrants. Applicant status for GAIN reporting purposes does not mean the time interval between AFDC application and approval.

GENERAL INSTRUCTIONS

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
Count only those individuals who have been sent a referral to orientation and obtained unsubsidized employment (after the referral) 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 Preassessment 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.~~ A count should be recorded only for the FIRST MONTH in which registrants' NNE reduces the Aid to Families with Dependent Children grant, not for every month of grant savings. 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.

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 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.

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. If not the same number as line A6 of the previous month, explain in footnote on reverse side of report.

A 2 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 mandatory and should be recorded as soon as a referral to orientation has been sent to the applicant.

POSSIBLY AFTER THE AFDC APPLICATION DATE WITH THE ISSUANCE OF THE GAIN 2A 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 were previously registered for GAIN within the current 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 actions 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, as defined in general instructions, 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 job 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 counts 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 C3 -C6.
- 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 *KA MONEY MANAGEMENT* Enter counts *handwritten* of registrants who have been *handwritten* unsuccessful in the conciliation process and whose grant is being paid to a substitute payee, through vendor payments or both as specified in MPP 42-7881.
- E4 Do not use this line item until new instructions have been issued.

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.

FB 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 MAY BE DERIVED FROM FISCAL RECORDS TO ENSURE ACCURACY. Do not use this line item until new instructions have been issued.

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. A count should be recorded only for the first month in which registrants' net nonexempt earnings (NNE) reduces the AFDC grant, not for every month of grant savings. 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. A count should be recorded only for the first month in which registrants' net nonexempt earnings (NNE) reduces the AFDC grant, not for every month of grant savings.

FORM (GAIN 25)

Fill in the information called for at the top and bottom of the form. Do not submit the report with cells left blank. Use zeros or "N/A" for Not Available. If a comment or explanation of an entry for any items is indicated, please write on the back of the report form, or attach a note to the report. 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.