

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



January 6, 1999  
ALL-COUNTY LETTER NO. 99-02

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FOOD STAMP COORDINATORS

SUBJECT: FSET PROGRAM ABAWDs QUARTERLY STATISTICAL REPORT

REFERENCE: ACL 98-07, CFL 98/99-18, CFL No. 98/99-52, and  
FNS Administrative Notice 99-03

The purpose of this letter is to transmit the new Able-Bodied Adults Without Dependents (ABAWDs) Quarterly Statistical and Expenditure Report (STAT 46). The purpose of this report is to identify Food Stamp Employment and Training (FSET) program expenditures for serving ABAWDs in activities which satisfy the ABAWD work requirement. These data elements are used by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) to determine the amount of federal reimbursement California will receive for administering the FSET program and to substantiate that California is complying with the 80/20 expenditure requirement. This expenditure provision requires that at least 80 percent of the total Employment and Training (E & T) funds be spent only on ABAWD-qualifying activities while up to 20 percent may be spent on non-qualifying activities.

Because the due date of the STAT 46 is approximately four weeks in advance of the Financial Status Report (SF 269), the dollars reported on the STAT 46 may vary slightly from the dollars reported on the SF 269. However, counties should not use this as a reason to delay reporting on the STAT 46.

### Tracking Expenditures and Reimbursements

Counties should track expenditures for serving ABAWDs in qualifying FSET activities to ensure that costs do not exceed allowable reimbursement rates. Tracking expenditures will also allow counties to monitor progress in meeting the 80 percent/20 percent funding rule. The enclosure contains instructions for completing the report, including a calculation for use by counties in tracking expenditures. The reimbursement rates established for federal fiscal year 1999 are the following:

- \$175 for each month an ABAWD participates in a qualifying activity, including self-initiated workfare. This includes months in which the ABAWD participates for only part of the month.
- \$30 when an ABAWD is assigned to a workfare or work/training activity, but he/she fails or refuses to report. Counties will not be reimbursed for a self-initiated workfare participant who fails to find a placement.

Implementation of the ABAWDs Quarterly Statistical Report is the first quarter (October 1, 1998 through December 31, 1998) of the 1999 Federal fiscal year. This report is due by the 15<sup>th</sup> working day of the month following the report quarter. Therefore, this first report is due by January 25, 1999. Counties may photocopy the enclosed form and use it for reporting purposes until a warehouse supply is available. Please mail the report to:

California Department of Social Services  
Data Operations Branch, M.S. 19-81  
P. O. Box 944243  
Sacramento, CA 94244-2430  
FAX (916) 322-9254

If you have any questions regarding completion of the STAT 46, please contact Nguyet Nguyen, Reports Unit at (916) 445-6921. Questions regarding use of FSET funds should be directed to Tony Pyara, Employment Bureau at (916) 657-2630.

Sincerely,

***Original Document Signed By  
Bruce Wagstaff on 1/6/99***

BRUCE WAGSTAFF  
Deputy Director  
Welfare to Work Division

Attachment

c: CWDA

**FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM  
QUARTERLY ABAWDs STATISTICAL & EXPENDITURE REPORT**

Send one copy of this report to :  
CA Department of Social Services  
Data Operations Branch, MS 19-81  
PO Box 944243  
Sacramento, CA 94244-2430  
FAX (916) 322-9254

STATE USE ONLY	COUNTY				REPORT QUARTER/YEAR					
PART A. ACTIVITIES/PARTICIPANTS & EXPENDITURES	(1) Month 1		(2) Month 2		(3) Month 3		(4) Quarter Total		(5) Quarter Total	(6) Total 100% FSET
	Waived Area (a)	Non-Waived Area (b)	Waived Area (a)	Non-Waived Area (b)	Waived Area (a)	Non-Waived Area (b)	Waived Area (a)	Non-Waived Area (b)	Waived and Non-Waived Areas	
1. Number of ABAWDs served in workfare										
2. Number of ABAWDs served in education and training										
3. Total of 100% FSET Dollars Spent										
4. Number of offered and not accepted workfare slots										
5. Number of offered and not accepted education and training slots										
6. Number of ABAWDs served in non-qualifying activities										
7. Number of non-ABAWDs served										
PART B. PROGRAM DATA	(1) Month 1		(2) Month 2		(3) Month 3		(4) Quarter Total			
8. Total number of ABAWDs at beginning of month										
9. Number of ABAWDs discontinued due to 3-month time limit										
10. Number of ABAWDs exempt under the 15% Criteria										

**PART C: TO BE USED ONLY UPON INSTRUCTION FROM THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

Report Prepared By:	Telephone:	Date:
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## INSTRUCTIONS

### ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDs) REPORT

**CONTENT:** This quarterly report provides information concerning Food Stamp applicants and recipients who are participants in work activities funded by the 100% federal Food Stamp Employment and Training Program (FSET) as required by Public Law 104-193 which in 1996 amended the Food Stamp Act of 1977.

**PURPOSE:** Data collected through this report is used by the United States Department of Agriculture, Food and Nutrition Service (FNS) to monitor service and funding levels of the Food Stamp Employment and Training Program. This report is distributed to departmental program managers, the FNS, and other interested agencies and individuals.

**DUE DATE AND SUBMITTAL INSTRUCTIONS:** Each county shall submit a report by the fifteenth working day of the month following the report quarter. Counties should send their report to:

California Department of Social Services  
Data Operations Branch/Reports Unit, Mail Station 19-81  
P. O. Box 944243  
Sacramento, CA 94244-2430  
FAX (916) 322-9254

### DEFINITIONS

**ABAWDs:** A non-exempt able-bodied adult without dependents who in order to remain eligible for food stamps is required to work 20 hours per week, participate in a workfare program which meets standards approved by the Governor, or participate in an allowable work program, including a qualifying FSET activity for 20 hours per week. Individuals are not ABAWDs if they are: (1) under age 18 or 50 years of age or older; (2) medically certified as physically or mentally unfit for employment; (3) a parent or other member of a household with responsibility for a dependent child; (4) otherwise exempt under subsection (d)(2) [of section 6 of the Food Stamp Act]; or (5) a pregnant woman.

**Qualifying FSET Activities:** Employment and education and training activities which meet FNS work requirements for food stamp eligibility. These work activities are: Vocational Training, Vocational Training/Drug or Alcohol Rehabilitation, Vocational Training/Job Search, Vocational Training/Job Club, Workfare, Self-Initiated Workfare, OJT, OJT/Drug or Alcohol Rehabilitation, Education, Education/Drug or Alcohol Rehabilitation, Education/Job Search, and Education/Job Club.

**Non-Qualifying FSET Activities:** Employment and training activities which do not meet FNS work requirements. Examples are: Job Club (as a stand-alone activity), Drug Rehabilitation, Alcohol Rehabilitation, and Job Search.

**15% Exemption Criteria:** The Balanced Budget Act (BBA) of 1997 permits states to exempt 15 percent of its ABAWDs population that is in danger of losing eligibility for food stamps for not meeting the work requirement. Each county receives an apportionment of ABAWDs based on its non-assistance food stamp caseload that may be designated exempt.

**Time Limits:** ABAWDs are subject to a time limit upon receipt of food stamps unless they work or participate in an approved work or training program. This report collects counts relative to the three-month time limit.

**Workfare and Education and Training Slots:** Slots are used by FNS to determine the reimbursement rate for both workfare and 20-hour a week education and training components. A slot is **filled** when a participant reports to a work or training site to begin his or her work activities. For each month an ABAWD is in a workfare program or an education and training slot, FNS will reimburse the filled slot rate. A slot is considered **offered** when a bona fide workfare or training opportunity is made available to a participant, but the participant either refuses the assignment or does not report. **NOTE:** For the work slot to qualify as offered, the ABAWD must be informed of the assignment location, the scheduled date to appear, and the time to report.

**Waived Area:** Waived areas are specified areas determined by the Secretary of the United States Department of Agriculture at the request of the State agency to meet certain criteria: an unemployment rate of over 10 percent; or a lack of a sufficient number of jobs to provide employment for the individuals. Prior approval of the Secretary is required.

Fill in the information requested at the top and bottom of the report form and enter the figures for each item. If there is nothing to report on an item, enter "0": do not leave any item blank.

Line 1

In columns 1, 2, and 3 enter the number of ABAWDs participating in workfare and SIP workfare. Use the appropriate subcolumn (a) or (b).

In column 4(a), calculate the quarter totals from columns 1(a), 2(a), and 3(a).

In column 4(b), calculate the quarter totals from columns 1(b), 2(b), and 3(b).

In column 5, calculate the combined total from columns 4(a) and 4(b).

SIP In column 6, enter the total of 100% Federal FSET dollars spent on services and administration for ABAWDs in workfare or workfare. Include the total of 100% Federal FSET dollars spent on services and administration for assignments on Line 4.

Line 2

In columns 1, 2, and 3 enter the number of ABAWDs participating in qualifying education and training activities. Use the appropriate subcolumn (a) or (b).

In column 4(a), calculate the quarter totals from columns 1(a), 2(a), and 3(a).

In column 4(b), calculate the quarter totals from columns 1(b), 2(b), and 3(b).

In column 5, calculate the combined total from columns 4(a) and 4(b).

and In column 6, enter the total of 100% Federal FSET dollars spent on services and administration for ABAWDs in education training activities. Include the total of 100% Federal FSET dollars spent on services and administration for assignments on Line 5.

Line 3

In column 6 enter the sum of lines 1 and 2.

Line 4

In columns 1, 2, and 3, enter the number of workfare slots that were offered to ABAWDs only, but the ABAWD either refused the assignment or failed to report. Use the appropriate subcolumn (a) or (b).

In column 4(a), calculate the quarter totals from columns 1(a), 2(a), and 3(a).

In column 4(b), calculate the quarter totals from columns 1(b), 2(b), and 3(b).

In column 5, calculate the combined total from columns 4(a) and 4(b).

Line 5

In columns 1, 2, and 3, enter the number of education and training slots that were offered to ABAWDs only, but the ABAWD either refused the assignment or failed to report. Use the appropriate subcolumn (a) or (b).

In column 4(a), calculate the quarter totals from columns 1(a), 2(a), and 3(a).

In column 4(b), calculate the quarter totals from columns 1(b), 2(b), and 3(b).

In column 5, calculate the combined total from columns 4(a) and 4(b).

Line 6

In columns 1, 2, and 3, enter the number of ABAWDs served in non-qualifying activities. Use the appropriate subcolumn (a) or (b).

In column 4(a), calculate the quarter totals from columns 1(a), 2(a), and 3(a).

In column 4(b), calculate the quarter totals from columns 1(b), 2(b), and 3(b).

In column 5, calculate the combined total from columns 4(a) and 4(b).

Line 7

In columns 1, 2, and 3, enter the number of non-ABAWDs served. Use the appropriate subcolumn (a) or (b).

In column 4(a), calculate the quarter totals from columns 1(a), 2(a), and 3(a).

In column 4(b), calculate the quarter totals from columns 1(b), 2(b), and 3(b).

In column 5, calculate the combined total from columns 4(a) and 4(b).

Line 8

In columns 1, 2, and 3, enter the number of ABAWDs. Include all ABAWDs regardless of participation status.  
In column 4, calculate the quarter total from columns 1, 2, and 3.

Line 9

In columns 1, 2, and 3, enter the number of ABAWDs discontinued due to the exhaustion of three-month time limit.  
In column 4, calculate the quarter total from columns 1, 2, and 3.

Line 10

In columns 1, 2, and 3, enter the number of ABAWDs determined to be in danger of losing food stamp program eligibility and are designated as being exempt under the 15% Criteria.  
In column 4, calculate the quarter total from columns 1, 2, and 3.

**PART C. TO BE USED ONLY UPON INSTRUCTION FROM THE DEPARTMENT OF SOCIAL SERVICES**

This section is reserved for additional information that may be required temporarily or permanently due to a court decision or a change in legislation or regulation. In order to avoid a revision to this form, this section is provided for any unforeseen reporting needs or requirements. If any items are added under this section, you will be notified by All-County Letter.

**CALCULATION FOR TRACKING EXPENDITURES:**

Step 1. Multiply the sum of Lines 1 and 2 quarterly totals (Column 5) by \$175.00.

Step 2. Multiply the sum of Lines 4 and 5 quarterly totals (Column 5) by \$30.00.

Step 3. Sum the two above products to determine the ABAWDs reimbursement estimate.

Step 4. Compare the total calculated (Step 3) with the expenditure total on Line 3, (Column 6) to ensure that these 100% Federal FSET costs do not exceed allowable reimbursement rates.

Example:

Column 5:

Line 1 Total: 3,000  
Line 2 Total: 500  
Line 4 Total: 1,500  
Line 5 Total: 150

Calculation 1:  $3,000 + 500 = 3,500 \times \$175 = \$612,500$

Calculation 2:  $1,500 + 150 = 1,650 \times \$30 = \$49,500$

Calculation 3:  $\$612,500 + \$49,500 = \$662,000$  {Compare this sum to expenditure total on Line 3 (Column 6). Refer to Step 4 above}