

**County Work Participation Rate Monthly Report
Questions and Answers**

PLEASE NOTE:

The questions and answers in this document are presented solely as a modified summary of prior Q&As to assist with data reporting and to provide historical context. Answers presented in this document are superseded by current All County Letters or Information Notices for data reporting and are not intended to replace current data reporting guidance or instructions.

The information in this document may change without notice.

Last Updated: November 14, 2014

Federal Data Reporting Reference Documents:

2007 - Reporting Methodology for County Temporary Assistance For Needy Families (TANF) Work Participation Rates (ACIN I-32-07):

http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acin07/pdf/I-32_07.pdf

2007 - Erratum- Instructions for Calculating County-Specific TANF WPR (ACIN I-32-07E):

http://www.dss.cahwnet.gov/getinfo/acin07/pdf/I-32_07E.pdf

2008 - TANF Final Rule:

<http://www.hhs.gov/ocr/civilrights/resources/specialtopics/tanf/tanffinalrule.pdf>

2008 - E2Lite Data Reporting Instructions:

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl08/08-55.pdf>

2009 - California's Work Verification Plan (ACL 09-07):

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2009/09-07.pdf>

2009 - E2Lite Data Reporting Instructions:

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2009/09-60.pdf>

2010 - Pass-on of Federal Penalties Regulations:

<http://www.dss.cahwnet.gov/ord/entres/getinfo/pdf/25EAS.pdf>

2011 - E2Lite Data Reporting Instructions:

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2011/11-20.pdf>

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2011/11-20E.pdf>

2012 - E2Lite Data Reporting Instructions:

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2012/12-16.pdf>

2013 - Calculating Hours of Participation in TANF Program Work Activities (ACIN I-62-12):

http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acin/2012/I-62_12.pdf

2013 - Updated California's Work Verification Plan: Available upon request

2013 - County TANF Program Work Participation Data Reporting for FFY 2013

(ACL 13-14): <http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2013/13-14.pdf>

50 **2014 - E2Lite Data Reporting Instructions for FFY 2014 (ACL 14-27):**

51 <http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl/2014/14-27.pdf>

52

53 **2014 – E2Lite Data Reporting Instructions for FFY 2015 (ACL 14-51)**

54 <http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2014/14-51.pdf>

55

56 **2014 – Option To Modify County Temporary Assistance For Needy Families (TANF) Work**

57 **Participation Rate E2Lite Sample Size For Federal Fiscal Year (FFY) 2015 (ACIN I-51-14)**

58 http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acin/2014/I-51_14.pdf

59

60 **2014- Aid Code Funding Sources Chart: Available upon request**

61

62

63 **QUESTIONS & ANSWERS:**

64

65 **Q1. What do the terms aggregated and disaggregated mean?**

66

67 *A1. Aggregated data is data reported at the summary level (in totals). Disaggregated*

68 *data is individual level or case-specific data.*

69

70 **Q2. What do counties need to do to gain access to the web-based tool (E2Lite) and**

71 **electronic file (CSV)?**

72

73 *A2. County staff must obtain a username and password for access to the tools. The user name*

74 *is a unique identifier, assigned by California Department of Social Services (CDSS) to the*

75 *county staff person, who selects his or her own password. To be valid, passwords must be at*

76 *least eight characters and contain an uppercase character, a lowercase character, a number,*

77 *and an unusual character (@, %, *). Login information is specific to the access level of the*

78 *county employee (i.e., worker-level or supervisor-level access). To obtain a username and*

79 *password, the county supervisor must e-mail the E2Lite Help Desk at E2Lite@dss.ca.gov to*

80 *request access for their staff.*

81

82

83 **Q3. What process should counties follow to verify actual hours?**

84

85 *A3. This will vary depending on the current processes in place in each county, but the*

86 *instructions in ACL 14-27 makes clear that welfare-to-work data reporting is still a monthly*

87 *requirement. If the participation information for the review month is not available in the case file,*

88 *counties may need to make additional contacts to determine the actual hours of participation for*

89 *the month. Please refer to ACL 14-27, Attachment 2, pages 1-2 under Quality of Participation*

90 *Data for additional information.*

91

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99

100 42-711.81, the criteria for satisfactory participation include regular attendance and satisfactory
101 progress. Recipients who are required to participate in Welfare-to-Work who fail or refuse to
102 comply with program requirements in assigned activities and whose failure to make satisfactory
103 progress is not due to a medical problem or a learning disability are subject to compliance and
104 sanction requirements pursuant to MPP Section 42-721.2 and .4. According to MPP Section
105 42-711.811, the CWD or service provider must inform the participant of the standards for
106 meeting the regular attendance and satisfactory progress requirements for his or her assigned
107 activity(ies). The requirements can include proof of satisfactory progress through a monthly
108 attendance document. Counties need to ensure that recipients have been informed of the
109 requirements both orally and in writing prior to the performance of the activity(ies). For federal
110 data reporting purposes, only hours of participation that have been documented in the case file
111 and verified will be counted in the numerator of the work participation rate. (ACL 07-05E)

112

113 **Q5. If a Cal-Learn head of household has a child under 12 months old, can they be**
114 **excluded from the review?**

115

116 **A5.** A single custodial parent with a child under one year old may be disregarded from the
117 county work participation rate if there is not another parent in the home. In addition, the
118 disregard applies to a single custodial parent for a total of 12 months lifetime for the adult.

119

120 **Q6. Regarding the 12-month disregard for single custodial parents with a child under**
121 **one year of age, can the same adult come up for review 12 different months and (if the**
122 **individual has a child less than one year of age) be disregarded, but in the 13th month**
123 **they are included?**

124

125 **A6.** No. According to federal regulations, a State may disregard a single custodial parent with a
126 child under one from the participation rate calculation for not more than 12 months (45CFR
127 section 261.11). This is a cumulative, lifetime limit of 12 months of any single custodial parent,
128 but not necessarily a one-time disregard. Thus, if a parent were disregarded from the rate for
129 four months while caring for one child under a year old, he or she could be disregarded for as
130 much as eight months with a subsequent child. This disregard may also be applied on a case-
131 by-case basis for families with a work-eligible individual.

132

133 **Q7. Should counties find out if the case has been disregarded by another county, since**
134 **it is a lifetime limit? If so, how would counties go about trying to find that information**
135 **out?**

136

137 **A7.** Yes. Counties must make a reasonable effort to determine whether an adult has exhausted
138 his or her 12-month limit on being disregarded from the federal work participation rate
139 calculation. County staff should use information about the children in the assistance unit (e.g.,
140 dates of birth), information in the case file, and information about the adult's time on aid, as well
141 as information from the recipient and other collateral contacts (such as calling another county), if
142 necessary, to verify months of disregard.

143

144 **Q8. A case needs to have at least one aided adult to be counted. Are sanctioned cases**
145 **excluded from the denominator because the adult is not aided?**

146

147 **A8.** There are several categories of individuals that continue to be excluded from the calculation
148 of the work participation rate (definition of work-eligible individual). Two categories used most
149 often are the State option to disregard, single-custodial-parent families caring for a child under
150 the age of one year and the disregard of a family subject to a work-related sanction for up to

151 *three months in the preceding 12 months (ACL NO. 14-27 Attachment 3 Pages 18-19).*

152

153 **Q9. If there are two aided abled parents of the same child, and a half sibling with an**
154 **absent parent in the assistance unit, is the case included in the denominator?**

155

156 **A9.** *Yes. This family meets the definition of a two-parent family and would be included in the*
157 *denominator for the county work participation rate.*

158 **Q10. Do we track two working parents who must work 55 hours a week to receive**
159 **federally subsidized childcare?**

160

161 **A10.** *Yes, two work-eligible parents who receive federally subsidized childcare must participate*
162 *at least 55 hours a week to be included in the numerator. (As of FFY 2014, such a program is*
163 *not known to exist in California). (45CFR § 261.24 and §261.32)*

164

165 **Q11. If an enrolled person is in a Self-Initiated Program (SIP), can the county count the**
166 **hours of participation? Is satisfactory attendance okay or must the actual hours be**
167 **documented?**

168

169 **A11.** *If an individual is in an SIP, the hours count toward the federal activity he or she is*
170 *participating in, providing the federal participation requirements are met. For example, if the*
171 *individual is participating in a vocational educational activity, the hours would count provided the*
172 *individual is meeting the federal hourly requirements and has not exceeded, as core, the 12-*
173 *month limit on vocational education. Participation in vocational education is based on hourly*
174 *requirements, not satisfactory progress. The only federal activity that bases participation on*
175 *satisfactory progress is school attendance for individuals without a high school diploma or*
176 *education directly related to employment (for individuals without a high school diploma).*

177

178 **Q12. How does the State determine that an individual has participated in Vocational**
179 **Education training for 12 months? Does any amount of hours count?**

180

181 **A12.** *Participation information (hours per week and the duration of the assignment) should be*
182 *available in the case or employment file. The federal rules allow core participation in vocational*
183 *education for 12 months in a lifetime. Only participation that meets the federal requirements for*
184 *the number of hours counts toward participation. BEFORE OR after 12 months, Vocational*
185 *Education may count as job training or education directly related to employment. "The statute*
186 *places a lifetime 12-month limit on participation in vocational educational training. As with*
187 *durational limits for job search and job readiness assistance, we do not have the statutory*
188 *authority to disregard hours of participation reported in this category from counting against the*
189 *lifetime 12-month limit." (ACL NO. 14-27 Attachment 3, Page 10)*

190

191 **Q13. If there are two parents in the home, with one disabled, are they still included in the**
192 **numerator and denominator? How many hours must the parent who is required to**
193 **participate do?**

194

195 **A13.** *According to ACL 14-27(Attachment 3, Page 21) and TANF regulations, a two-parent*
196 *family with a disabled adult (who meets disabled criteria in the CDSS Manual of Policies and*
197 *Procedures Section 41-430) is considered an all families case. To count toward the federal*
198 *work participation rate, adults in all families cases must participate at least 30 hours per week*
199 *(averaged monthly) in specified activities.*

200

201 **Q14. When is the secondary supplemental sample due?**

202
203
204
205
206
207

A14. *The secondary supplemental sample is due at the same time the primary sample (75 days from the end of the sample month). There should be far fewer cases in the supplemental sample, because this sample includes only cases that were aided in the sample month, but were not granted when the primary sample was pulled.*

208 **Q15. When is the sample selected from Medi-Cal Eligibility Data System (MEDS)?**

209

210 **A15.** *The sample is pulled from MEDS on approximately the 26th of each month.*

211

212 **Q16. How will we know if it is a supplementary review case?**

213

214 **A16.** *A case in the supplemental sample can be identified by the last three numbers of the*
215 *review number, which will be between 800 and 899.*

216

217 **Q 17. Are Foster Care and Kinship Guardian Assistance Payment (KinGAP) cases**
218 **included in the sample?**

219

220 **A17.** *KinGAP cases are included in the sample because they are funded with Temporary*
221 *Assistance for Needy Families (TANF) funds. However, these cases would not be included in*
222 *the rate calculation because they do not receive a California Work Opportunity and*
223 *Responsibility to Kids (CalWORKs) cash grant. Foster Care cases are only included because*
224 *another person in the same case number is receiving a CalWORKs grant. The answer to*
225 *question two in E2Lite would be “no” and that would end the survey for that individual case.*

226

227 **Q18. Why are cases with aid code 38 included in the sample?**

228

229 **A18.** *Based on past experience with TANF data, cases with this aid code often include*
230 *individuals other than those discontinued from CalWORKs and awaiting an eligibility*
231 *determination for Medi-Cal. For this reason, these cases often contain individuals who should*
232 *be included in the sample. If a case is truly an aid code 38, the answer to question two (Did the*
233 *AU receive a CalWORKs grant in the review month?) would be “no,” and the survey for that*
234 *case would be completed.*

235

236 **Q19. My county has many dropped cases. Will that be a problem at the end of the year**
237 **when we don't have enough cases in our sample?**

238

239 **A19.** *It is possible but unlikely, as FDRAB monitors the size of the samples to ensure statistical*
240 *validity. Only cases that do not receive a grant in the sample month are considered dropped*
241 *cases for the purpose of the county sample. Cases that do not have a work-eligible adult are not*
242 *counted in the work participation rate, but they do count in making the sample statistically valid.*

243

244 **Q20. The percentage to be reviewed is higher for small counties than for larger counties.**
245 **Why does a small or medium county have to review so many cases every month?**

246

247 **A20.** *Sample size is primarily dependent on the sample reliability (or sample precision) that*
248 *State policymakers will accept with respect to the results. This establishes the basic number of*
249 *required samples. It is less dependent on the actual size of the population from which the*
250 *sample is drawn (in this case, TANF caseloads). There is a reduction in the number of required*
251 *samples for smaller populations, called the “finite population correction”, but it is very small. So,*
252 *it is true that the required sample size is often not much different for large and small counties.*
253 *Therefore, the smaller population, the higher percentage of that population must be sampled in*
254 *order to achieve the desired precision.*

255

256 **Q21. Can a case be pulled for the sample two months in a row?**

257

258 **A21.** *Yes, this is possible especially in counties with smaller caseloads.*

259 **Q22. Do small counties have to do 100 percent reporting?**

260

261 **A22.** *Depending on several factors, smaller counties may have to report on 100 percent of their*
262 *cases. These factors are: overall caseload size, proportion of two-parent and non-two-parent*
263 *caseloads, and the number of federally sampled cases.*

264

265 **Q23. Are zero parent aid codes (3A and 3C) included in the sample pull?**

266

267 **A23.** *Pending completion of consortia system programming, these aid codes will be removed*
268 *from the sample in FFY 2014 or FFY 2015.*

269

270 **Q24. What is the impact of the over-sampling of the two-parent caseload on the work**
271 **participation rates?**

272

273 **A24.** *There is no impact because all cases are given a 'case weight' based upon caseload size*
274 *and the number of sample cases in the target groups (all families, two-parent) before the data is*
275 *used for the calculation of the rates. Therefore, the over-sampled two-parent cases will have a*
276 *smaller case weight than the rest of the sample.*

277

278 *Example: The two-parent case weight is ten and the all families weight is 200. The effect is that*
279 *for each two-parent case, the numerator and denominator is multiplied by a factor of ten, and*
280 *each all families case is multiplied by a factor of 200 before determining the rates. In others*
281 *words, each all families case is 'worth' 20 (200 divided by 10) two-parent cases.*

282

283 **Q25. What is the difference between a primary and supplemental sample?**

284

285 **A25.** *The primary sample consists of new and ongoing cases that are obtained or extracted from*
286 *the MEDS (Medi-Cal Eligibility Data System) file on approximately the 26th of the month prior to*
287 *the sample month (cut-off). The supplemental sample cases are those not identified on MEDS*
288 *by the primary cut-off date but are subsequently identified as eligible for TANF in the sample*
289 *month. Typically, these are cases that were discontinued from eligibility during the sample*
290 *month and that have benefits retroactively restored or new cases that are approved after the*
291 *cutoff date for the primary sample. This is consistent with federal sampling requirements.*

292

293 **Q26. Why aren't samples drawn all at one time for the sample month?**

294

295 **A26.** *Samples for a month are drawn at two different times in order to provide the counties with*
296 *as much time as possible to complete the data collection. This design is*
297 *consistent with the federal data reporting system. The majority of the case samples for a month*
298 *will be provided in the primary sample, and a smaller number of supplemental samples will be*
299 *drawn two months later.*

300

301 **Q27. Why are the sample draws larger than the minimum required completed samples?**

302

303 **A27.** *The sample draws include an over-sampling of cases to accommodate the number of*
304 *cases that are dropped due to case circumstances (e.g., a case that is sampled as an active*
305 *case but did not receive aid during the sample month, the case was not a TANF case during the*
306 *review month). The Federal Data Reporting and Analysis Bureau will monitor the sample during*
307 *the year and work with counties to adjust the sample draws as necessary so that the number of*
308 *complete cases at the end of the year, as closely as possible, will meet the established*
309 *minimums.*

310

311 **Q28. Is the 12-month period for excused absences a set, fiscal or rolling 12 months?**

312
313 **A28.** *This is a rolling 12-month period. For example, if the sample month is October 2014, the*
314 *12-month period would be November 2013 through October 2014. If the sample month is*
315 *November 2013, the 12-month period would be December 2012 through November 2013.*

316
317 **Q29. How do we document hours of self-employment?**

318
319 **A29.** *Self-employment hours are verified primarily using information reported by the participant*
320 *on the SAR 7, which is signed under penalty of perjury, and/or other documents provided by the*
321 *recipient and maintained in the case file. Recipient eligibility and benefits for the quarter are*
322 *based on information provided on the form. Evidence must be submitted with the SAR 7 form to*
323 *verify the reported information provided by the recipient and documented in the case file.*
324 *Reports of income and expenses are used to determine the recipient's TANF eligibility and grant*
325 *amount. Net self-employment income is determined by offsetting monthly business expenses,*
326 *evidenced by receipts submitted by the participant, against monthly gross income*
327 *from self-employment. Based on current CalWORKs eligibility rules, the recipient*
328 *may choose either actual costs of producing self-employment income or a standard deduction of*
329 *40 percent of gross earned income, which will be reported as business expenses for federal*
330 *data reporting purposes. For self-employed individuals, the maximum number of countable*
331 *hours is determined by dividing the net self-employment income by the federal minimum wage.*

332
333 **Q30. How do we document job search?**

334
335 **A30.** *Actual hours of participation are documented using time sheets, attendance records and*
336 *similar documentation made available at least monthly by the service provider and/or participant*
337 *and maintained in the case file. For unsupervised job search and job readiness assistance that*
338 *is not supervised on a daily basis due to the nature of the activity, the individual must*
339 *communicate and/or discuss his or her participation on a regular basis with a service provider or*
340 *case manager to ensure that he or she receives support and direction in the activity. A county*
341 *may require additional verification of activities, which may include such documents as job*
342 *contact logs that provide sufficient information to document the job search activity, mileage logs,*
343 *or other documentation included in the case file.*

344
345 **Q31. On the CalWORKs Information Network (CALWIN) system, we have the income**
346 **budgeted, but there is no income verification. Can we accept this as the income and that**
347 **they are employed since the Eligibility Worker would not have recorded it without**
348 **supporting documentation and it affects the grant amount. This is important because the**
349 **hard copy may have been scanned, but cannot be found now.**

350
351 **A31.** *The hours must be supported by documentation and must be verified or they cannot be*
352 *reported toward the federal requirement. The evidence of employment that is used to project*
353 *hours must be verified when the SAR 7 is received and must be maintained in the case file.*
354 *Otherwise, the hours cannot be projected.*

355
356 **Q32. If a county is able to do the comma separated values (CSV) file, do we still need**
357 **documentation?**

358
359 **A32.** *Yes, regardless of whether the county uses E2Lite (E2L) or the CSV, any participation*
360 *information reported, including hours of participation, must be documented in the case file.*

361

362 **Q33. Can the State develop a form to report/document activities?**

363
364 **A33.** *CDSS has decided not to develop a State form at this time. Instead, CDSS will maintain*
365 *the current process, which allows counties the possibility to develop their own forms that meet*
366 *county specific needs and unique provider relationships.*

367
368 **Q34. What is the definition of “head of household”?**

369
370 **A34.** *There is not a definition for CalWORKs purposes, other than the Food Stamp definition.*
371 *Manual of Policies and Procedures (MPP) 63-402.5 states that the County Welfare Department*
372 *(CWD) shall permit the household to designate a responsible household member to serve as*
373 *head of household. For CalWORKs, the head of household is commonly known to be the payee*
374 *for the case.*

375
376 **Q35. Can we switch the order of the two parents? The State sample shows the aid code**
377 **as 35. We later find out that it should be a 30 aid code. The first person is truly excluded**
378 **(such as Supplemental Security Income [SSI]), and the second parent is work- eligible.**
379 **Can we leave the second parent as the second parent or do we need to switch?**

380
381 **A35.** *No, E2L requires reporting on the head of household first (even if it is an adult receiving*
382 *SSI) and then on the other parent or adult in the home. If the aid code is incorrect, we*
383 *encourage counties to change the aid code so the county systems and MEDS are as accurate*
384 *as possible. The county should change the aid code in the county automated systems before*
385 *reporting in E2L to ensure MEDS is accurate in the future.*

386
387 **Q36. The Overview of TANF changes, says we can use SAR 7 to project up to six months**
388 **forward. But it says we must have verification prior to counting the hours. Do we still**
389 **need verification for each month if we project based on the SAR 7?**

390
391 **A36.** *No, verification for each month is not necessary. The hours of participation in*
392 *unsubsidized employment may be projected based on current, documented, actual hours.*
393 *Generally, this information will be obtained using pay stubs and/or information reported through*
394 *the SAR 7 process and/or other sources such as time and attendance records signed by the*
395 *employer. Documentation must be submitted with the SAR 7 form to verify the reported*
396 *information. If an individual reports employment information on a SAR 7 that meets the federal*
397 *hourly requirements of 20, 30, or 35 hours, those hours of employment may be projected as*
398 *participation for up to six months, consistent with the eligibility determination for that same*
399 *period of time. If an individual reports a change in work hours mid-period, the average weekly*
400 *projected hours must be recalculated for purposes of participation.*

401
402 **Q37. If a participant does less than the required number of hours computed when adding**
403 **the cash grant and food stamps and dividing by the minimum wage, does 20 hours still**
404 **get deemed?**

405
406 **A37.** *No, hours will only be deemed for work experience or community service when the*
407 *individual has participated for the number of hours determined by the Fair Labor Standards Act*
408 *calculation described in ACL 07-05, Attachment 2, Page 3.*

409

410 **Q38. If job search goes over the four or six weeks, where do we put the hours?**
411
412 **A38.** *If the individual has exhausted the four or six-week limit for job search/job readiness*
413 *assistance in a fiscal year, the hours are not federally countable. If appropriate, these hours*
414 *could be reported in “other work activities.”*

415
416 **Q39. Do we only enter the countable hours?**
417
418 **A39.** *Yes, if hours of participation are not countable, such as hours over the job search limit,*
419 *enter zero, but note in the comments box why the hours were not countable. **These can be***
420 *reported as appropriate in “other work activities.”*

421
422 **Q40. Does Satisfactory School Attendance include CalLearn heads of household? Do**
423 **CalLearn teens meet the definition of Satisfactory School Attendance?**
424
425 **A40.** *Satisfactory school attendance requirements apply only to teen parents who are the heads*
426 *of household (which may include CalLearn participants). Making satisfactory progress in*
427 *secondary school is the activity in which most teen parents would participate if they do not have*
428 *a high school diploma or equivalent. All countable hours of participation should be recorded, if*
429 *documented in the case file.*

430
431 **Q41. Dividing the total number of hours for the month by 4.33 sometimes results in a**
432 **fraction. Is this correct?**
433
434 **A41.** *Yes, a fraction may result from the calculation. However, hours of participation continue to*
435 *be rounded to the nearest whole number.*

436
437 **Q42. Is a grant less than \$10 considered a grant received?**
438
439 **A42.** *Yes, cases that receive a grant of less than \$10 are considered to have received a grant*
440 *for the sample month. If, for example, they were eligible for a grant of \$4.00, enter “4” as the*
441 *grant amount received.*

442
443 **Q44. Can a supervisor work a case in E2L and approve it? Can a supervisor assign a**
444 **case to themselves?**
445
446 **A44.** *In order for a supervisor to assign a case to himself/herself, a supervisor would also need*
447 *a worker login. Then the supervisor could assign the case to himself/herself as a worker and*
448 *complete the survey. Then, logged in as a supervisor, he or she could approve the review.*

449
450 **Q45. How many E2L users can be on at one time?**
451
452 **A45.** *There is no limit to the number of users that can be logged on to E2L at one time, but they*
453 *all must have logins and passwords to gain access.*

454
455 **Q46. Can counties upload partial E2Lfiles?**
456
457 **A46.** *Partially completed surveys may not be uploaded because the survey is not considered to*
458 *be complete.*

459

460 **Q47. Can we get the minimum E2L entries required in a flat file?**

461

462 **A47.** *The data dictionary is located, along with the specifications and skip patterns, at*
463 <https://secure.dss.cahwnet.gov/admin/rad/e2laspects/>.

464

465 **Q48. Are two-parent cases in sanction disregarded for three months for each parent, for**
466 **a total of six months?**

467

468 **A48.** *No, according to ACL 07-05 and consistent with the federal data reporting requirements,*
469 *this is a combination of both parents' months of sanction. A case (or family) can only be*
470 *disregarded when all families members have been sanctioned for no more than three months*
471 *within the preceding 12-month period.*

472

473 **Q49. If a sanctioned person who is not reporting to Welfare-To-Work is working, do we**
474 **enter them as doing an activity if it is reported on the SAR 7 that they are working?**

475

476 **A49.** *Countable hours of participation should be reported for sanctioned individuals as long as*
477 *the hours are documented in the case file.*

478

479 **Q50. If a household consists of the child and the child's grandparents (who are not aided**
480 **and receive SSI), are the grandparents considered work-eligible?**

481

482 **A50.** *No, they are not work-eligible, because they are non-needy caretaker relatives, are not the*
483 *parents, and receive SSI.*

484

485 **Q51. Are Non-Needy Caretaker Relatives work-eligible?**

486

487 **A51.** *A non-needy caretaker relative is not a work-eligible individual. Questions eight and nine*
488 *would be answered "no" and that would end the survey for that individual.*

489

490 **Q52. Do we complete reviews for SSI parents like we did for child-only cases?**

491

492 **A52.** *Every case identified in the sample must have a survey completed in E2L or the same*
493 *information provided in the CSV file. Parents receiving SSI are not work-eligible individuals.*

494

495 **Q53. Are drug and fleeing felons excluded from the definition of work-eligible?**

496

497 **A53.** *Prior to June 2007, these individuals were excluded from the definition of work-eligible in*
498 *the State's initial interim Work Verification Plan (WVP). Effective June 2007, Work-eligible*
499 *individual means an adult (or minor child head-of-household) receiving assistance under TANF*
500 *or a separate State program or a non-recipient parent living with a child receiving such*
501 *assistance (usually a child-only case) unless the parent is:*

502

- 503 • *A minor parent and not the head-of-household or spouse of the head-of-household;*
- 504 • *An alien who is ineligible to receive assistance due to his or her immigration status; or*
- 505 • *At State option, on a case-by-case basis, a recipient of Supplemental Security Income (SSI)*
506 *benefits.*

507

508 The term also excludes:

509

510 ○ A parent providing care for a disabled family member living in the home who does not attend
511 school on a full-time basis, provided that the need for such care is supported by medical
512 documentation; and

513 ○ An individual in a family receiving MOE-funded assistance under an approved Tribal TANF
514 program, unless the State includes the Tribal family in calculating work participation rates.
515

516 **Q54. How do we capture participation hours for a step-parent?**

517

518 **A54.** These hours of participation would be captured after question 33, which asks if the second
519 adult is a work-eligible member of this CalWORKs assistance unit.

520

521 **Q55. How are CalWORKs exemptions considered when calculating the work**
522 **participation rate?**

523

524 **A55.** In general, individuals with a CalWORKs exemption are included in the federal rate. They
525 are considered to be meeting the requirement if they participate in allowable activities for the
526 required number of hours per month.

527

528 **Q56. Is age a factor in caring for a disabled family member? Is this limited to caring for**
529 **children?**

530

531 **A56.** No, the disabled family member can be either an adult or child; however, the adult or child
532 must meet the definition of family member, meet the criteria for being considered disabled and
533 not be attending school full-time.

534

535 **Q57. Do we need verification of disability for caring for a disabled family member?**

536

537 **A57.** Yes. Disabled means the individual is receiving benefits from State Disability Insurance,
538 Worker's Compensation Temporary Disability Insurance, In-Home Supportive Services, or the
539 State Supplementary Program. For adult family members, disabled also means the individual is
540 temporarily disabled and the disability is expected to last at least 30 days and significantly
541 impairs the individual's ability to be regularly employed or participate in activities. For family
542 members who are children, the disability significantly impairs his or her ability to participate in
543 school activities. In addition to providing verification from a doctor of his or her disability, the
544 individual will be required to actively seek treatment, if appropriate, as verified by a doctor. The
545 disabled family member, as well as the adult who is caring for them, must not be attending
546 school full-time.

547

548 **Q58. We have a two-parent case, with one parent work-eligible and the other not (caring**
549 **for a sick family member). How many hours is the work-eligible parent required to do?**

550

551 **A58.** If there is only one work-eligible parent, this is not a two-parent case for federal data
552 reporting purposes. The parent who is caring for an ill family member is not work-eligible. The
553 work-eligible individual is required to participate 30 hours per week (averaged monthly).
554

555 **Q59. We have a case with 35 aid code with one parent in CalLearn. She would be**
556 **excused. Should the second parent be treated as a single parent case?**

557
558 **A59.** *No, if the teen parent is the head of household and both parents are work-eligible, this*
559 *case would be a two-parent case as long as they have a child in common.*

560
561 **Q60. If a family only receives assistance for part of the month, and they receive the**
562 **assistance in the month, how many hours or participation do they have to do in that**
563 **month?**

564
565 **A60.** *For months of partial aid, the individual is required to participate for each full week that the*
566 *family actually receives assistance. See ACIN NO. I-62-12 for detailed examples.*

567
568 **Q61. If a family receives retroactive cash assistance, are the adults in the case required**
569 **to participate the entire retroactive period?**

570
571 **A61.** *No, the State has selected the option to include a family in the sample only for the month*
572 *the family actually receives the assistance. For example, if a family applies for assistance on*
573 *March 25th and the county approves the application on April 14th to cover assistance for March*
574 *and April, the case would not be included in the March sample. However, the case must be*
575 *included in the sample for the month of April because the family's application was granted and*
576 *assistance was received in April. Since the case is aided for the entire month of April, he or she*
577 *is required to meet the work requirements for the entire month, as long as there are work-*
578 *eligibles in the case. See ACIN NO. I-62-12 for detailed examples of partial months of*
579 *participation.*

580
581 **Q62. Is 20 hours still the requirement for a single custodial parent with a child under six**
582 **years old?**

583
584 **A62.** *Yes, this hourly requirement has not changed; the hours must be in core activities.*

585
586 **Q63. How do you determine the age of the youngest child if their birthday is in that**
587 **month? For example, are they still eligible for the disregard for a child under 12 months,**
588 **if they turn one in that month?**

589
590 **A63.** *The child's age as of the first day of the sample month is used to make this determination.*

591
592 **Q64. How do we get a case back for changes?**

593
594 **A64.** *Contact the E2Lite help desk at E2LITE@dss.ca.gov or the RADEP help desk at*
595 *RADEP@DSS.ca.gov to request a case for updates.*

596
597 **Q65. If entered incorrectly, can you go back and correct information? If I do the survey,**
598 **but the next day want to change the answers, can I do that?**

599
600 **A65.** *If the survey for the case has not been sent to the supervisor for approval or been*
601 *approved by the supervisor, the worker may edit a survey. If the case has been*
602 *approved, the county will need to follow the procedure for resubmittal of data once it is*
603 *developed.*

604

605 **Q66. How is the work participation rate calculated – monthly or cumulatively?**
606

607 *A66. A monthly rate will be calculated for each county and the county's annual rate will be the*
608 *average of the 12 monthly rates. This rate is not statistically valid until a full sample (12 months)*
609 *of information is received by CDSS.*
610

611 **Q67. If one parent has 25 core hours and the second parent has 14 non-core hours, how**
612 **do we count this? Do we combine the two together and consider them having met, or do**
613 **we count them separately?**
614

615 *A67. In the survey or the CSV, each individual's participation hours are reported separately. If*
616 *the case meets the criteria of a two-parent case, the hours will be combined to determine if the*
617 *case met the two-parent participation requirements when calculating the work participation rate.*
618 *However, for determination of the All Families work participation rate, the hours of participation*
619 *for two-parent cases are not combined.*
620

621 **Q68. Has anybody brought up putting in individual Eligibility Worker (EW) numbers so**
622 **we can track EW rates?**
623

624 *A68. Some counties use this information to track recipient participation by worker. However,*
625 *because the information is based on a sample of cases, it may not be representative of all the*
626 *workers in each county.*
627

628 **Q69. If we verify the 20 core hours each week, do they meet the standard? Or do we**
629 **need to take the total core hours for the month, divide by 4.33?**
630

631 *A69. The hours per activity for the month must be totaled and divided by 4.33 to obtain*
632 *the weekly hours averaged monthly.*
633

634 **Q70. Can we make a survey form or review checklist using the same questions on the**
635 **survey for our own use?**
636

637 *A70. Yes, some counties have already made their own review checklists. Please note that*
638 *workers can print a blank survey from the "View My Cases" screen to use to collect the*
639 *information for the case prior to entering the information into the survey or CSV.*
640

641 **Q71. When an individual is given good cause for not participating how will that**
642 **information be entered in the questionnaire?**
643

644 *A71. Information about good cause is not entered in the survey. Good cause for not*
645 *participating is not applicable for federal data reporting purposes because the individual is still*
646 *included in the TANF work participation rate.*
647

648 **Q72. Is there a minimum number of samples that needs to be completed by each county**
649 **for the federal sample?**
650

651 *A72. No, the federal sample has a statewide minimum only. The county-specific sample has*
652 *county specific minimums.*
653

654 **Q73. Why include zero-parent cases in the sample?**

655

656 *A73. Both the federal and the county-specific samples are based on the federal requirement*
657 *that all cases that receive Temporary Assistance for Needy Families (TANF) assistance be*
658 *included in the sample. This includes cases with no aided adults.*

659

660 **Q74. Why are Kinship Guardianship Assistance Payment (KinGap) cases pulled in the**
661 **samples?**

662

663 *A74. KinGap cases are included in the samples because they are funded with TANF dollars.*

664

665 **Q75. Because the statewide WPR is valid only at the statewide level, is E2L being used**
666 **to determine the county share of the penalty?**

667

668 *A75. Yes, State law (Welfare and Institutions Code Section 10544), requires the Department,*
669 *when a federal TANF penalty is imposed on the State and after all remedies are exhausted at*
670 *the federal level, to share 50 percent of that penalty with specified counties under specified*
671 *conditions. The county-specific WPR was designed to serve as a tool for determining which*
672 *counties would share in the penalty.*

673

674 **Q76. Does the weight affect the sample?**

675

676 *A76. Yes. A sampling methodology must incorporate weighting in order to compensate for the*
677 *disproportionate sampling from the different sub-groups (e.g., two-parent, non-two-parent,*
678 *federal new applications).*

679

680 **Q77. How do you determine whether a case is new or ongoing?**

681

682 *A77. The determination is made using information from the Medi-Cal Eligibility Data System*
683 *(MEDS) and is based on whether a case received TANF assistance prior to the sample month.*
684 *If a case received aid in the two months prior to the sample month, it is considered an ongoing*
685 *case. If a case received aid in only the month prior to the sample month, it is considered a new*
686 *case. This is why the new cases are pulled in the secondary sample.*

687

688 **Q78. Is case weight based on the aid code from MEDS?**

689

690 *A78. Yes, the MEDS aid code and eligibility status determine the stratum, which is one factor in*
691 *determining the case weight. Caseload size from the CA 237CW and whether the case actually*
692 *received TANF assistance are also considered in weighting cases.*

693

694 **Q79. Why is there no weight in some of the numerators?**

695

696 *A79. No weight is applied to the numerator when the case did not meet the work participation*
697 *requirements or did not receive TANF assistance in the sample month.*

698

699 **Q80. The California Work Opportunity and Responsibility to Kids (CalWORKs) Cash**
700 **Grant Caseload Movement Report (CA 237CW) is mentioned in the case weighting**
701 **methodology document. What is the source of that data?**

702

703 *A80. The counties submit data for the CA 237CW to the Data Systems and Survey Design*
704 *Bureau on a monthly basis.*

705

706 **Q81. If there is an update on the CA 237CW, are the case weights adjusted?**
707

708 **A81.** *Yes, the weights are calculated each quarter. If there are changes to the CA 237CW or*
709 *the county E2L data, the weights are updated.*

710

711 **Q90. Is the information that is reported in MEDS also in the county data?**
712

713 **A90.** *The MEDS data is used to pull the sample. If counties find incorrect data in the sample,*
714 *the MEDS data should be updated by the counties. This is especially important for smaller*
715 *counties that report a large portion or all of their cases each month.*

716

717 **Q91. How are hours of participation determined when there is an extended period of time**
718 **between the report month and the day the county receives the pay stub? For example,**
719 **what if the pay stub for the report month is two weeks behind?**
720

721 **A91.** *Federal data reporting regulations require documentation and verification of actual hours*
722 *of participation, but allow for hours of paid employment to be projected for up to six months*
723 *based on the documentation and verification of actual hours during one month. Therefore,*
724 *counties would project the hours of paid employment for up to six months forward from the date*
725 *the paid employment hours are first reported and documented and verified. In the above*
726 *example, the projection period would start from the month the paid employment is reported*
727 *(report month) if the documentation (hours of participation, etc.) is received. For TANF work*
728 *participation reporting purposes, counties have 75 days from the end of the sample month to*
729 *provide data. (WVP, approved for FFY 2013))*

730

731 **Q92. Can in-kind income be counted as participation in a federal activity toward the work**
732 **participation rate? If so, how are hours determined and what are the documentation and**
733 **verification requirements? Is in-kind income that is reported on the QR7 sufficient**
734 **documentation and verification?**
735

736 **A 92.** *To count in-kind income toward a federal work activity, the in-kind income must meet the*
737 *definition and the documentation and verification requirements of that particular activity as*
738 *specified in the Work Verification Plan. For example, if in-kind income is provided for work*
739 *performed, then it meets the definition of unsubsidized employment and would require the same*
740 *verification and documentation as other forms of unsubsidized employment to be counted in the*
741 *work participation rate—the QR7 form alone is not sufficient documentation. (WVP, throughout;*
742 *ACL 08-08, Attachment 1, page 4; ACL 08-55, Attachment 3, page 6) In-kind income is difficult*
743 *to assess for federal data reporting purposes. If you need assistance determining hours of*
744 *participation for the purposes of federal data reporting on a specific case, please contact the*
745 *CDSS Federal Data Reporting and Analysis Bureau at (916) 657-3659.*

746

747 **Q93. To contact the employer, should the county require that clients sign a waiver?**
748

749 **A93.** *A county should always attempt to obtain verification and documentation from the client*
750 *first before using third-party sources. A county must obtain authorization from the participant to*
751 *contact his or her employer(s). A signed written waiver is not specifically required; however, a*
752 *county may choose this method of authorization. (WVP, page 3; ACL 08-08, Attachment 2, page*
753 *3; and ACL 08-55, Attachment 2, page 1)*

754

755 **Q94. Does the food stamp allotment count toward deeming? Please provide an example**
756 **for deeming 20 or 30 core hours.**

757
758 **A94.** *Yes. The food stamp allotment counts when determining the allowable participation hours*
759 *for work experience and community service. Maximum allowable hours of participation per*
760 *month in unpaid work experience and unpaid community service are determined by*
761 *combining the CalWORKs assistance unit's grant with the assistance unit's food stamp*
762 *allotment and then dividing the sum by the state or federal minimum wage, whichever is*
763 *higher. If the actual hours are equal to the calculated maximum number of hours, but are less*
764 *than the federal core hourly work participation requirement of 20 or 30 hours per week, then the*
765 *additional hours of participation will be deemed.*

766
767 **Example**

768 *Based on the Fair Labor Standards Act (FLSA), the maximum allowable hours of participation*
769 *per month in unpaid community service for participant A is calculated to be 62.5 hours [\$400*
770 *grant plus \$100 food stamp allotment, divided by \$8 (California minimum wage) = 62.5 hours].*
771 *The maximum allowable weekly hours of participation are 14.4 hours (62.5 divided by 4.33 =*
772 *14.4 hours). Because the calculated number of hours (14.4) is not sufficient to meet the core*
773 *hourly requirement (20 hours), the individual must participate for 14.4 hours per week in order*
774 *for the remaining hours to count.*

775
776 *Under CalWORKs, FLSA still applies in determining the maximum allowable hours for*
777 *participation in community service and work experience. However, for the same scenario*
778 *under CalWORKs, the additional hours needed to meet the core requirement would not be*
779 *"deemed"—the participant would be assigned additional hours in another appropriate core*
780 *activity that is neither work experience nor community service in order to meet the*
781 *requirement.*

782
783 **Q95. Are we required to have a timesheet for unpaid activities? Is there any other**
784 **method for collecting the required information for unpaid activities outside of a**
785 **timesheet? How do we document and verify unpaid activities?**

786
787 **A95.** *Actual hours of participation in unpaid activities are documented using report cards,*
788 *time sheets, attendance records and similar records from the service provider or recipient. If*
789 *information necessary to verify actual hours is not in the case file or if the documentation is not*
790 *signed by the service provider, the hours are verified by obtaining permission from the*
791 *participant and contacting the service provider. The documentation needed to support all the*
792 *reported hours of participation is maintained in the case file and must include the participant's*
793 *name, the name of the service provider, the number of hours, and the name and phone number*
794 *of the person verifying the hours. Documentation is required to be reported to the county welfare*
795 *department on a monthly basis.*

796
797 **Q96. When would a case be in the numerator of the two-parent rate calculation and not**
798 **in the numerator of the all families (overall) rate calculation?**

799
800 **A96.** *For a two-parent case to be included in the two-parent numerator, both of the work-eligible*
801 *parents must participate in federally-allowable work activities for a combined average of 35*
802 *hours per week, of which at least 30 are core hours. However, for a two-parent case to be*
803 *included in the all families numerator, one of the work-eligible parents must participate in*
804 *federally-allowable work activities for an average of 30 hours per week, of which at least 20 are*
805 *core hours.*

806

807 **Q97. Is a deceased person work-eligible?**

808
809 **A97.** *According to the TANF Program Instructions, if an individual's status changes from work-*
810 *eligible to non work-eligible during the report month, the individual must be counted as work-*
811 *eligible for this month. If the head of household dies in the report month, s/he is to be counted*
812 *as work-eligible for that month.*

813
814 **Q98. Is a copy of the college's Academic Policy stating the recommended Study Time**
815 **serve as sufficient documentation for study time hours?**

816
817 **A98.** *No. "Actual hours spent in supervised homework time and up to one hour of unsupervised*
818 *homework time for each hour of class time may be counted. A statement from the educational*
819 *program indicating the amount of homework required must be included in the case file. Total*
820 *homework time counted as participation must not exceed the hours required or advised by the*
821 *educational program.*

822
823 *"For all homework time, documentation must consist of a time sheet or similar record of actual*
824 *participation hours signed by the individual verifying the activity and must include the*
825 *participant's name; the name of the employer, work site supervisor or other service provider; the*
826 *number of hours; and the name and phone number of the person verifying the hours."*

827
828 **Q99. Scenario: Parent #1 is sanctioned for fewer than three months in the last 12 months**
829 **& parent #2 has never been sanctioned. How do we answer the *sanction three months***
830 **question in E2L?**

831
832 **A99.** *The family may be disregarded from the rate calculation. In addition, it is possible for both*
833 *parents to be sanctioned less than three months and disregard the family from the rate*
834 *calculation. Determination of whether the sanction disregard applies to the family is based on*
835 *consideration of all adults in the family and whether they have been sanctioned for more than*
836 *three months in the last 12 months (cumulatively). This means that if one of the work-eligible*
837 *adults is currently sanctioned and not participating, the number of months of sanctions for*
838 *refusing to work for all of the work-eligible adults in the home cannot total more than three*
839 *months in the last 12 months or the case is not eligible for the disregard. For a TANF family to*
840 *be eligible for the sanction disregard, one of the work-eligible adults must be both (1) required to*
841 *participate, but not be participating; and (2) sanctioned (i.e., responsible for a reduction in the*
842 *family's grant) because of a refusal to participate in the sample month. In addition, the family*
843 *must not have been subject to a sanction for more than three months in the past 12 months.*

844
845 **Q100. This client was in sanction in the review month, however I have proof that he**
846 **worked 160 hours that month. How can we count this individual as meeting WPR?**

847
848 **A100.** *As long as the AU is considered as aided, and the individual is work eligible, sanctioned*
849 *individuals' work hours may be included in the WPR.*

850
851 **Q101. Since a Cal-Learn parent in a two-parent family is deemed to have 20 hours, and**
852 **for WPR purposes these are core hours, a second non-Cal-Learn work-eligible parent has**
853 **a requirement of 15 total hours of participation, at least 10 of which must be in core**
854 **activities. Does that seem right? Also, 08-08 Attachment 1 pg. 6 says that school**
855 **attendance is an activity "primarily" for minor parents. I interpret that as not precluding**
856 **non-minor parents so I don't have to check the age of an individual having school**
857 **attendance to see that they are a minor. Do you agree?**

858
859 **A101.** *Teen parent #1 has 20 hours (meets). Teen parent #2 must also meet by (1) participating*
860 *satisfactorily in secondary school or (2) participating 20 hours in education directly related to*
861 *employment. Because both parents are teens, the typical 2-parent hourly participation*
862 *requirement (35 total/30 core) does not apply. Instead, each parent must meet the*
863 *requirements (satisfactorily participate in secondary school or participate in education directly*
864 *related to employment for 20 hours per week) alone.*

865
866 *You are correct: non-minor (non-teen, actually) parents are not precluded from having their*
867 *hours counted under school attendance. However, hours of participation in satisfactory school*
868 *attendance only counts for those without a high school diploma or GED. Whether or not you*
869 *check for age, you should check for diploma or GED.*

870
871 *Teen parent heads-of-household or spouses without a high school diploma who are properly*
872 *enrolled in secondary school or its equivalent and are satisfactorily attending classes may be*
873 *considered both making satisfactory progress and participating. The county should report the*
874 *actual number of participant hours and if the actual number is not sufficient to meet the hourly*
875 *requirement, 20 core hours will be deemed in the calculation of the county's rate. These*
876 *individuals must make good or satisfactory progress, which may include, but is not limited to,*
877 *performance, attendance, and/or completion timeframes under the standards of the institution or*
878 *program. These determinations must be documented in the case file.*

879
880 **Q102. Step parents: If two married work-eligible individuals share no child in common**
881 **(example: Wife has her own children and Husband has his own children, but they have**
882 **no child in common) will the case be included in the two-parent calculation?**

883
884 **A102.** *Yes, we issued some guidance last year and updated our definition of the two-parent*
885 *family to include step-parents. The recently released ACL 14-27 has this updated definition:*

886
887 ***Two-parent Family***

888 *A two-parent family is a family with two work-eligible natural or adoptive parents*
889 *(of the same minor child) living in the home, unless both are minors and neither*
890 *is a head-of-household. For two-parent work participation rate calculation*
891 *purposes, a work-eligible step-parent may be considered when determining a*
892 *parent with a minor child in a two-parent family.*

893
894 **Q103. A participant requested that their aid be discontinued, because they did not want**
895 **to participate in WTW, and indicated that they did not wish to receive the upcoming**
896 **month's (May) benefits. When the case carrying worker processed the request, the steps**
897 **taken were incorrect and the benefits were voided and the case discontinued 5/31/14.**
898 **Since the participant did not receive the benefits in the sample month, can this case be**
899 **excluded?**

900
901 **A103.** *Yes, you can exclude them.*
902
903
904

905 **Additional Information**

906
907 **Sample universe:** The sample universe includes all active TANF cases, including
908 one-parent, two-parent, newly approved, child-only cases, (aid codes 30, 32, 33, 35, 38, 3A, 3C,
909 3E, 3G, 3H, 3L, 3P, 3R, 3U, 3W, 4F, 4H). (Note: Work-eligible adults in sampled cases are
910 now subject to reporting).

911
912 **County Sample size:** Varies by county. Sample sizes are based upon several factors: 1)
913 overall caseload size; 2) proportion of two-parent and non-two-parent caseloads; and 3) the
914 number of federally sampled cases. The sample sizes found in "Attachment 7" of this All
915 County Letter (ACL) provides the sample precisions necessary to calculate work participation
916 rates that are comparable to the federal non-two-parent and two-parent rates when combined
917 with the Federal Sample cases, and include allowances for dropped cases. The estimated
918 County WPR sample sizes are listed in the first column of the chart found in Attachment 7. The
919 required minimum number of completed cases is listed in the last column.

920
921 **When are the samples drawn?** Two sub-samples, non-two-parent and two-parent, are
922 maintained and monitored. The samples are drawn in two phases, primary and supplemental:

- 923
924 • The primary sample is pulled near the end of the month prior to the sample month.
925 • The supplemental sample is pulled near the end of the month following the sample month.
926 The supplementary samples consist of families that received aid during the sample month
927 but were not initially selected or in MEDS, due to timing issues.

928
929 **Review numbers:** An eight-digit review number is assigned to each case in the sample for
930 ease of identification and so that the samples may be monitored on a regular basis. An
931 example review number is 12G10428. The format is as follows:

- 932
933 • Two-digit federal fiscal year code (12).
934 • One-digit sample type indicator ("G"=non-two-parent, "H"=two-parent).
935 • Two-digit sample month code (01-12).
936 • Three-digit sequence number (001-999).
937 • If supplemental review, the three-digit sequence number will be between 800- and 899.

938
939 **Is there an overlap with the County Sample and the Federal Sample?** No, the County
940 Sample does not include any cases from the Federal Sample. The FDRAB will merge the data
941 from the County and the Federal Samples for each county to create a County WPR.

942
943 **Reporting Due Date:** Both the primary and secondary samples are due to the state
944 75 days after the end of the sample month.

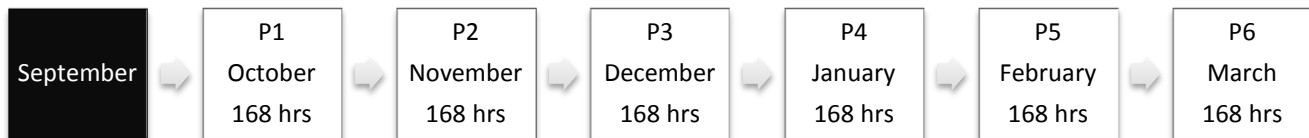
EXAMPLE 1: "ACTUAL HOURS" WORK SCHEDULE
 No "Crossover" Weeks are Allowed

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. If any updated hours for the sample month are reported, projections must be recalculated.

SEPTEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 8 Hrs	1	2 8 Hrs	3	4 8 Hrs	5 8 Hrs	6 8 Hrs
7	8 8 Hrs	9 8 Hrs	10	11 8 Hrs	12 8 Hrs	13 8 Hrs
14	15 8 Hrs	16 8 Hrs	17	18 8 Hrs	19 8 Hrs	20 8 Hrs
21	22 8 Hrs	23 8 Hrs	24	25 8 Hrs	26 8 Hrs	27 8 Hrs
28	29 8 Hrs	30 8 Hrs	1	2 8 Hrs	3 8 Hrs	4 8 Hrs

- Actual Verified Hours worked in the month of September are 21days x 8 hrs per day= 168 total hours.
- Average Weekly Hours: $168/4.33= 39$ average weekly hours.
- The Actual Verified Hours Worked in September may be projected (P) for:



In the example above, only hours worked during the month of September are counted in the projection.

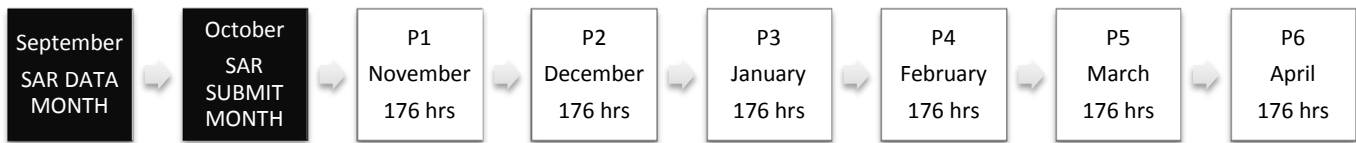
EXAMPLE 2: "SAR 7" REPORTING
 Prior Month "Crossover" Week is Allowed

If the pay periods cross over months (i.e., the client is paid every two weeks or semi-monthly), any hours worked during the month of August that are included in pay stubs and reported on the SAR 7 are allowed. Hours for the SAR submit month (October) have already been projected in the prior SAR period.

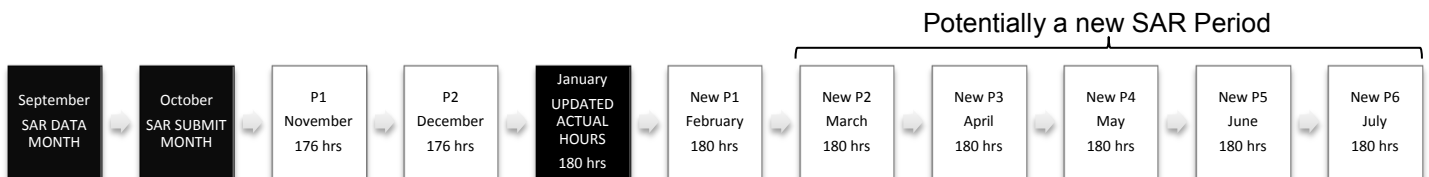
SEPTEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 8 Hrs	1	2 8 Hrs	3	4 8 Hrs	5 8 Hrs	6 8 Hrs
7	8 8 Hrs	9 8 Hrs	10	11 8 Hrs	12 8 Hrs	13 8 Hrs
14	15 8 Hrs	16 8 Hrs	17	18 8 Hrs	19 8 Hrs	20 8 Hrs
21	22 8 Hrs	23 8 Hrs	24	25 8 Hrs	26 8 Hrs	27 8 Hrs
28	29 8 Hrs	30 8 Hrs	1	2 8 Hrs	3 8 Hrs	4 8 Hrs

- Accepted (Verified) Income/Hours reported on SAR 7 = 176 total per month.
- Average Weekly Hours: $176/4.33 = 41$ average weekly hours.
- The Verified SAR Hours Reported in September may be projected for:



Previous calculations may be updated if necessary and another projection may be made from current and accurate data for another six months if changes are reported mid-period without a SAR 7. If a new SAR is submitted, the calculations would also be updated and projected for another six months.



EXAMPLE 3: “NEW EMPLOYMENT AFTER SAR 7” REPORTING
 Prior Month “Crossover” Week is Allowed

If an individual starts a new job after the last SAR 7 information has been reported for the family, only 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. If the county has more than two consecutive weeks of hours for new employment, additional reporting may be required to ensure all the actual hours worked for the month have been reported, documented and verified. If a county has actual hours of participation for the report month, no projection is necessary and the total hours of employment for the month are divided by 4.33 to obtain the average number of hours per week for that month.

In all three examples, hours of participation must be updated and projection calculations revised if newer, up-to-date, and **verified** information is received.



JANUARY/FEBRUARY 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 8 Hrs	26	27 8 Hrs	28	29 8 Hrs	30 8 Hrs	31 8 Hrs
1	2 8 Hrs	3 8 Hrs	4	5 8 Hrs	6 8 Hrs	7 8 Hrs
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- Average Weekly Hours: $(80 \times 2.17) / 4.33 = 40$ average weekly hours.