

## Data Dictionary for E2L Flat File, FFY 2011

Field Name	CSV Column*	Quest	Caption	Data Type	Allowable Values
SAMPLE_YEAR	A	<i>n/a</i>	<i>n/a</i>	Text(4)	Do not modify
SAMPLE_MONTH	B	<i>n/a</i>	<i>n/a</i>	Text(2)	Do not modify
COUNTY_NUM	C	<i>n/a</i>	<i>n/a</i>	Text(2)	Do not modify
CASE_NUM	D	<i>n/a</i>	<i>n/a</i>	Text(7)	Do not modify
FBU_NUM	E	<i>n/a</i>	<i>n/a</i>	Text(1)	Do not modify
AID_CODE	F	<i>n/a</i>	<i>n/a</i>	Text(2)	Do not modify
REVIEW_NUM	G	<i>n/a</i>	<i>n/a</i>	Text(8)	Do not modify
EW_DISTRICTO	H	<i>n/a</i>	<i>n/a</i>	Text(3)	Do not modify
RCVD_TANF_ASSISTANCE	I	1	Did the AU receive TANF assistance for the review month?	Boolean	True/False
HOH_WORK_ELIG	J	2	If yes to #1, was the head-of-household a work-eligible member of the AU in the review month?	Boolean	True/False
HOH_DOB	K	3	If yes to #2, enter the date of birth for the head-of-household.	Date	MM/DD/YYYY
A1_PART_STATUS	L	4	Did the head-of-household participate in any work activities in the review month? If yes, enter the average number of hours per week of participation on the following screen. If no, enter, "No."	Boolean	True/False
A1_UNSUB_EMPLOY_HRS	M	5	Unsubsidized Employment	Numeric	0-168
A1_SUB_PRIVATE_EMPLOY_HRS	N	6	Subsidized Private Sector Employment	Numeric	0-168
A1_SUB_PUBLIC_EMPLOY_HRS	O	7	Subsidized Public Sector Employment	Numeric	0-168
A1_WORK_EXP_HRS	P	8	Work Experience	Numeric	0-168
A1_MAX_HRS_WORK_EXP	Q	9	Did the head of household participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience?	Boolean	True/False
FAM_MAX_HRS_WORK_EXP	R	10, 41, 70	Did this family participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience for the Two Parent rate?	Boolean	True/False
A1_ON_JOB_TRAINING_HRS	S	11	On-The-Job Training	Numeric	0-168
A1_JOB_SEARCH_HRS	T	12	Job Search and Job Readiness Assistance	Numeric	0-168
A1_MENTAL_HRS	U	13	Of the hours reported in #12, how many hours of participation were in Mental Health Services	Numeric	0-168
A1_SUBST_HRS	V	14	Of the hours reported in #12, how many hours of participation were in Substance Abuse Services	Numeric	0-168

Field Name	CSV Column*	Quest	Caption	Data Type	Allowable Values
A1_DOMESTIC_HRS	W	15	Of the hours reported in #12, how many hours of participation were in Domestic Violence Services	Numeric	0-168
A1_COMM_SRVC_HRS	X	16	Community Service Programs	Numeric	0-168
A1_MAX_HRS_COMM_SRVC	Y	17	Did the head of household participate for at least the number of hours based on the FLSA calculation required for participation in Community Service?	Boolean	True/False
FAM_MAX_HRS_COMM_SRVC	Z	18, 49, 78	Did the family participate for at least the number of hours based on the FLSA calculation required for participation in Community Service for the two parent rate?	Boolean	True/False
A1_VOC_ED_HRS	AA	19	Vocational Educational Training	Numeric	0-168
A1_JOB_SKILL_HRS	AB	20	Job Skills Training Directly Related to Employment	Numeric	0-168
A1_ED_HRS	AC	21	Education Directly Related to Employment (for heads-of-household with no high school diploma or certificate of high school equivalency)	Numeric	0-168
A1_SCHOOL_HRS	AD	22	Satisfactory School Attendance (for heads-of-household with no high school diploma or certificate of high school equivalency)	Numeric	0-168
A1_CHILD_CARE_HRS	AE	23	Providing Child Care for an Individual Participating in a Community Service Program	Numeric	0-168
A1_OTHER_HRS	AF	24	Work Activities other than Those Specified Above	Numeric	0-168
HOH_SCP_CHILD_LT_6YRS	AG	25	Was the head-of-household a single custodial parent with a child under 6 years old in the review month?	Boolean	True/False
HOH_FED_DISREGARD	AH	26	If yes to #25, was the head-of-household eligible for the federal work disregard for a single custodial parent with a child under 12 months old in the review month?	Boolean	True/False
HOH_FVO	AI	27	Was the head-of-household granted a good cause waiver for the Family Violence Option?	Boolean	True/False
A1_REASON_NOT_AIDED	AJ	28	Is the head-of-household currently not aided due to a CalWORKs welfare-to-work sanction?	Boolean	True/False
FAM_SANCT_3MOS	AK	29,58, 87	If yes to #28, has the family been sanctioned more than three months in the previous 12-month period?	Boolean	True/False
HOH_VERIFY_EXEMPT	AL	30	Was the head-of-household verifiably exempt from participation in CalWORKs welfare-to-work activities in the review month?	Boolean	True/False

Field Name	CSV Column*	Quest	Caption	Data Type	Allowable Values
CASE_COMMENTS	AM	31, 60, 89	Case comments	Memo	Text
ADULT2_WE_IN_HOME	AN	32	Was there another adult in the household who was a work-eligible member of the AU in the review month?	Boolean	True/False
ADULT2_DOB	AO	33	If yes to #32, enter the date of birth for the adult.	Date	MM/DD/YYYY
MEET_2P_DEFINITION	AP	34, 63	Does the case meet the definition of a two-parent family?	Boolean	True/False
ADULT2_PART_STATUS	AQ	35	Did the adult participate in any work activities in the review month? If yes, enter the average number of hours per week of participation on the following screen. If no, enter, "No."	Boolean	True/False
A2_UNSUB_EMPLOY_HRS	AR	36	Unsubsidized Employment	Numeric	0-168
A2_SUB_PRIVATE_EMPLOY_HRS	AS	37	Subsidized Private Sector Employment	Numeric	0-168
A2_SUB_PUBLIC_EMPLOY_HRS	AT	38	Subsidized Public Sector Employment	Numeric	0-168
A2_WORK_EXP_HRS	AU	39	Work Experience	Numeric	0-168
A2_MAX_HRS_WORK_EXP	AV	40	Did the work eligible individual participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience?	Boolean	True/False
A2_ON_JOB_TRAINING_HRS	AW	42	On-The-Job Training	Numeric	0-168
A2_JOB_SEARCH_HRS	AX	43	Job Search and Job Readiness Assistance	Numeric	0-168
A2_MENTAL_HRS	AY	44	Of the hours reported in #43, how many hours of participation were in Mental Health Services	Numeric	0-168
A2_SUBST_HRS	AZ	45	Of the hours reported in #43, how many hours of participation were in Substance Abuse Services	Numeric	0-168
A2_DOMESTIC_HRS	BA	46	Of the hours reported in #43, how many hours of participation were in Domestic Violence Services	Numeric	0-168
A2_COMM_SRVC_HRS	BB	47	Community Service Programs	Numeric	0-168
A2_MAX_HRS_COMM_SRVC	BC	48	Did the work eligible individual participate for at least the number of hours based on the FLSA calculation required for participation in Community Service?	Boolean	True/False
A2_VOC_ED_HRS	BD	50	Vocational Educational Training	Numeric	0-168
A2_JOB_SKILL_HRS	BE	51	Job Skills Training Directly Related to Employment	Numeric	0-168
A2_ED_HRS	BF	52	Education Directly Related to Employment (for heads-of-household with no high school diploma or certificate of high school equivalency)	Numeric	0-168

Field Name	CSV Column*	Quest	Caption	Data Type	Allowable Values
A2_SCHOOL_HRS	BG	53	Satisfactory School Attendance (for heads-of-household with no high school diploma or certificate of high school equivalency)	Numeric	0-168
A2_CHILD_CARE_HRS	BH	54	Providing Child Care for an Individual Participating in a Community Service Program	Numeric	0-168
A2_OTHER_HRS	BI	55	Work Activities other than Those Specified Above	Numeric	0-168
ADULT2_FVO	BJ	56	Was the adult granted a good cause waiver for the Family Violence Option?	Boolean	True/False
A2_REASON_NOT_AIDED	BK	57	Is the adult currently not aided due to a CalWORKs welfare-to-work sanction?	Boolean	True/False
A2_EXEMPT_REVIEW	BL	59	Was the adult verifiably exempt from participation in CalWORKs welfare-to-work activities in the review month?	Boolean	True/False
ADULT3_WE_IN_HOME	BM	61	Was there another adult in the household who was a work-eligible member of the AU in the review month?	Boolean	True/False
ADULT3_DOB	BN	62	If yes to #61, enter the date of birth for the adult.	Date	MM/DD/YYYY
ADULT3_PART_STATUS	BO	64	Did the adult participate in any work activities in the review month? If yes, enter the average number of hours per week of participation on the following screen. If no, enter, "No."	Boolean	True/False
A3_UNSUB_EMPLOY_HRS	BP	65	Unsubsidized Employment	Numeric	0-168
A3_SUB_PRIVATE_EMPLOY_HRS	BQ	66	Subsidized Private Sector Employment	Numeric	0-168
A3_SUB_PUBLIC_EMPLOY_HRS	BR	67	Subsidized Public Sector Employment	Numeric	0-168
A3_WORK_EXP_HRS	BS	68	Work Experience	Numeric	0-168
A3_MAX_HRS_WORK_EXP	BT	69	Did the work eligible individual participate for at least the number of hours based on the FLSA calculation required for participation in Work Experience?	Boolean	True/False
A3_ON_JOB_TRAINING_HRS	BU	71	On-The-Job Training	Numeric	0-168
A3_JOB_SEARCH_HRS	BV	72	Job Search and Job Readiness Assistance	Numeric	0-168
A3_MENTAL_HRS	BW	73	Of the hours reported in #72, how many hours of participation were in Mental Health Services	Numeric	0-168
A3_SUBST_HRS	BX	74	Of the hours reported in #72, how many hours of participation were in Substance Abuse Services	Numeric	0-168

Field Name	CSV Column*	Quest	Caption	Data Type	Allowable Values
A3_DOMESTIC_HRS	BY	75	Of the hours reported in #72, how many hours of participation were in Domestic Violence Services	Numeric	0-168
A3_COMM_SRVC_HRS	BZ	76	Community Service Programs	Numeric	0-168
A3_MAX_HRS_COMM_SRVC	CA	77	Did the work eligible individual participate for at least the number of hours based on the FLSA calculation required for participation in Community Service?	Boolean	True/False
A3_VOC_ED_HRS	CB	79	Vocational Educational Training	Numeric	0-168
A3_JOB_SKILL_HRS	CC	80	Job Skills Training Directly Related to Employment	Numeric	0-168
A3_ED_HRS	CD	81	Education Directly Related to Employment (for heads-of-household with no high school diploma or certificate of high school equivalency)	Numeric	0-168
A3_SCHOOL_HRS	CE	82	Satisfactory School Attendance (for heads-of-household with no high school diploma or certificate of high school equivalency)	Numeric	0-168
A3_CHILD_CARE_HRS	CF	83	Providing Child Care for an Individual Participating in a Community Service Program	Numeric	0-168
A3_OTHER_HRS	CG	84	Work Activities other than Those Specified Above	Numeric	0-168
ADULT3_FVO	CH	85	Was the adult granted a good cause waiver for the Family Violence Option?	Boolean	True/False
A3_REASON_NOT_AIDED	CI	86	Is the adult currently not aided due to a CalWORKs welfare-to-work sanction?	Boolean	True/False
A3_EXEMPT_REVIEW	CJ	88	Was the adult verifiably exempt from participation in CalWORKs welfare-to-work activities in the review month?	Boolean	True/False

Required fields must be of the proper format for the field, as must be the appropriate data range and type. The uploaded file contains a mix of the Numeric, Date, Boolean and Text values. These values can optionally be quoted (ASCII 34). The following edits are applied to the different data types:

Data Type	Acceptable Values
Numeric	<p>Must be a positive integer consisting only of the digits <b>0</b> through <b>9</b>. Any value containing a non-digit character will be rejected. For example, <b>-12</b> will be rejected (the negative sign “-” is not a digit), as will <b>12.34</b> (the decimal mark “.” is not a digit).</p> <p>Numeric data is also validated against the range appropriate for the field. Refer to the Data Dictionary for information on each particular field.</p>
Date	<p>Must be in the format <b>MM/DD/YYYY</b>. For example, <b>01/12/2007</b>. Months and days with only single digit must have a leading zero (<i>i.e.</i> <b>08</b> instead of <b>8</b>).</p> <p>Dates must also be valid dates (<i>i.e.</i> <b>09/31/2007</b> would be rejected).</p> <p>The date may have additional constraints based on the value of the <b>SAMPLE_YEAR</b> and <b>SAMPLE_MONTH</b> fields. Refer to the Data Dictionary for information on each particular field.</p> <p>The exception to this rule is the <b>AIDED_CHILD_DOB</b>, which allows a value of <b>99/99/9999</b> to indicate an unborn child.</p>
Boolean	<p>May be <b>1/0</b>, <b>TRUE/FALSE</b> or <b>YES/NO</b>. The value is case-insensitive, so <b>True</b>, <b>TRUE</b> and <b>true</b> are all treated the same.</p>
Text	<p>Text fields can contain a variety of values, including commas (ASCII 44), (ASCII 34) and linefeed characters (ASCII 10, ASCII 13). To prevent E2L from misinterpreting the data, all text data should be delimited with quotes (ASCII 34). For example, because the following text contains commas:</p> <p style="text-align: center;"><b>This, that, and the other</b></p> <p>it will be interpreted as three separate data values. To prevent this from occurring, the field should start and end with a quote character (ASCII 34):</p> <p style="text-align: center;"><b>"This, that, and the other"</b></p> <p>This will cause the text field to be read as a single field. However, an additional step needs to be taken if the field contains a quote, such as:</p> <p style="text-align: center;"><b>I said, "Snap!"</b></p> <p>To prevent the quotes from being treated as delimiters, each quote character (") must be replaced by two quote (") character. For example, the above example would be:</p> <p style="text-align: center;"><b>"I said, ""Snap!"""</b></p> <p>The color coding should help clarify the above example – the double quotes in the text are first replaced (in <b>green</b>), and then the entire string is placed in quotes (in <b>red</b>):</p> <p style="text-align: center;"><b>"I said, ""Snap!"""</b></p> <p>Empty strings should be output as:</p> <p style="text-align: center;"><b>""</b></p> <p>Other than checking that required text fields are not blank, no other edit is applied to them.</p>