

TANF Sample Cases Review Guide

For the Federal Report



Economic and Employment Services

ES-4305
08/28/23

Basic Overview of TANF Report Sample Case Review

Federal requirements mandate all states meet work participation standards. The Kansas Department for Children and Families (DCF), complies with such requirements by performing Sample Case Reviews.

The purpose of the sample case review is to:

1. Determine hours of client participation and provide documentation of activities in which the client participated.
2. Correct or update case information in the KEES system for the current sampled month as well as future months if appropriate.
3. Post hours of participation on the Activity Progress Detail page accurately.
4. Make sure information sent into DCF Department of Administration is factual, neutral, and does not reflect personal opinions about the client being served.

The benefits of the sample case review are as follows:

- Provide on-the-spot training for career navigators.
- Determine training needs for the regions.
- Help clarify policy and procedures.

Basic Procedure of TANF Report Sample Case Review

Each month, random sample cases are selected from cases in the previous month. Kansas is required to sample no less than three thousand open TANF cases a year. Each month approximately fifty new cases, fifty 2P cases, one hundred fifty 1P cases and roughly sixty-five 0P cases are selected.

The report is available the first day of the month following the sample month. The Program Integrity Unit Program Administrator will divide the list and distribute a section to each ES Program Integrity Reviewer.

This guide is designed to help the ES Program Integrity Reviewers report and document client participation in the TANF work program. Every case that is pulled in a sample case review will be evaluated by an ES Program Integrity Reviewer. The Program Integrity Unit Program Administrator will review a selected sample of the cases submitted by each ES Program Integrity Reviewer.

They will review all activities open in the sample month and the hours of participation for each activity. Additionally, the ES Program Integrity Reviewers will collect all documentation and enter the correct actual hours for the activities on the Activity Progress Detail page. TANF Samples are to be submitted to the Program Integrity Unit Program Administrator in groups of 10 as they are completed. The ES Program Integrity Reviewer will complete a CARES review for each sample read. Cases that require corrective action are reviewed with staff and corrections made prior to the sample deadline.

All documents that verify actual hours of participation must be attached to the ES-4304. The ES Program Integrity Reviewer will send all ES-4304s and their supporting documentation to the Program Integrity Unit Program Administrator by the 20th of the month following the sample month. The Program Integrity Unit Program Administrator will note any missing 4304's and/or supporting documentation and will request their completion. The Department of Administration will hold the information for three years. Original documents should not be sent as all original copies will be retained in the region. DCF Department of Administration personnel may review the sample cases and provide feedback. All corrections requested by DCF Department of Administration must be completed and sent back within 10 days.

The review deadlines help meet DCF quarterly deadlines. DCF Processing Deadlines can be found on the DCF Intranet under Policy and Procedures. All completed samples are due to the Program Integrity Unit Program Administrator by the 20th day of the month following the sample month. For example, a July sample pull would be posted on August 1st. These samples will be reviewed and sent to the Program Integrity Unit Program Administrator by August 20th. All corrected samples will be due to the Program Integrity Unit Program Administrator by August 31st. The DCF Department of Administration personnel may review the cases and request corrections. All KEES changes must be made prior to running the preliminary report.

Any questions should be sent to:
Kansas Department for Children and Families
ATTN: TANF Work Program Manager
Department of Administration
555 S. Kansas Ave
Topeka, KS 66603

The final report is sent to Health and Human Services approximately five weeks after the end of each quarter. October, November and December months will be submitted in February. January, February and March are submitted in May. April, May and June will be submitted in August. July, August and September will be submitted in November. Exact dates for the DCF Processing Deadlines can be found on the DCF Intranet under Policy and Procedures.

Note: It is very important that all corrections, documentation and changes are sent to DCF Department of Administration prior to the yearend Federal report. The deadline to submit changes for the federal fiscal year (October 1 through September 30), is December 31.

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Steps for ES Program Integrity (PI) Reviewers in KEES

Review KEES data for all adults and minor parents on the TANF case. KEES uses the data collection pages to identify 2P, 1P and 0P families as well as work eligible individuals for the TANF report, therefore, it is important KEES data is accurate. The following information must be reviewed and corrected for the sample month before the Preliminary TANF report is run.

Case Summary page

- Assure all adults and minor parents with a role of MEM on the TANF block are active on the Work Programs block.
- Assure all adults and minor parents with a role of FRE on the TANF block are active on the Work Program block if they are Work Eligible Individuals.
- Assure all parents with a role of FRE on the TANF block are active on the Work Program block if they are exempt from work programs but are meeting participation.
- If a person is an SSI recipient and a member of the MFU (Mandatory Filing Unit), verify the TANF role is UP. A work program block should only be opened if the person is a parent meeting participation.

Case Summary

Case Name: **Kylie Test**
Case Number: **20070059**

Mailing Address: 1231 PECANWOOD RD, GODDARD, KS 67052
Home Address: 1231 PECANWOOD RD, GODDARD, KS 67052

Companion Cases

Display: 07/01/2017

TANF - 4538

Worker: Office Num 33 Unit Num G1 User
Worker ID: **DA3302G100**
Program Status: Active
Review Due Month: 05/2018

Primary Applicant/Recipient: Kylie Test
Language: English
Phone Number:
Payee: Kylie Test
Application Date: 06/08/2017

Aid Code: 2P

Name	Role	Role Reason	Status	Status Reason
Brady Rott	MEM		Active	
Kylie Test	MEM		Active	
Lilah Test	MEM		Active	

Work Programs - 4552

Worker: **DE4602G1G2**
Worker ID: **DE4602G1G2**
Program Status: Active

Primary Applicant/Recipient: Kylie Test
Language: English
Phone Number:
Program Begins on: 06/08/2017

Name	Role	Role Reason	Status	Status Reason
Kylie Test	MEM		Active	Engaged in Federal Participation

Work Programs - 4542

Worker: **DA3302B100**
Worker ID: **DA3302B100**
Program Status: Active

Primary Applicant/Recipient: Brady Rott
Language: English
Phone Number:
Program Begins on: 06/08/2017

Name	Role	Role Reason	Status	Status Reason
Brady Rott	MEM		Active	Engaged in Federal Participation

All People Associated with the Case

Name	DOB	SSN	Client ID	Household Status
Brady Rott	07/07/1980	321-45-6783	0010158859	
Kylie Test	07/10/1982	456-99-2714	0010158857	
Lilah Test	05/09/2007	123-44-6549	0010158860	

All SSP Users Linked to This Case

Name	DOB	SSN	SSP USER NAME	Role
------	-----	-----	---------------	------

Authorized Representative

Request ID Details

People known to External System with a different Client ID

Name	Client ID	ID Known to External System	External System	End Date
------	-----------	-----------------------------	-----------------	----------

Examples of a 2P HH based on Relationship-
allowing that both adults are work eligible individuals with a role of MEM for TANF.

1. Parent - Spouse – Mutual Child 2P HH
(both adults have a relationship of parent to the child)
2. Parent – Spouse – Non-Mutual Child 1P HH
(Spouse has a relationship of step-parent to the child)
3. Minor Parent – Spouse – Mutual Child 2P HH
(minor parent is emancipated through marriage-emancipation date must be completed or the minor parent is the case head)
4. Minor Parent – Boyfriend – Mutual Child 1P HH
(both adults have a relationship of parent to the child but Minor Parent not emancipated)
5. Parent – Boyfriend - Mutual Child 2P HH
(both adults have a relationship of parent to the child)
6. Parent – Boyfriend – Non-Mutual Child 1P HH
(boyfriend is unrelated to parent & child)
7. Pregnant Woman – Spouse – Unborn 1P HH
(Even though he is spouse, there is no child on the TANF case to show relationship to spouse. This will change after the newborn is added to the HH)
8. Pregnant Woman – Boyfriend – Unborn 1P HH
(Boyfriend is unrelated to the Pregnant Woman if there is no child to show relationship)

This Relationship List page shows Mary as the Parent of Baby and Unrelated to John. John also shows as Parent of Baby making this a 2 Parent household.

Relationship List

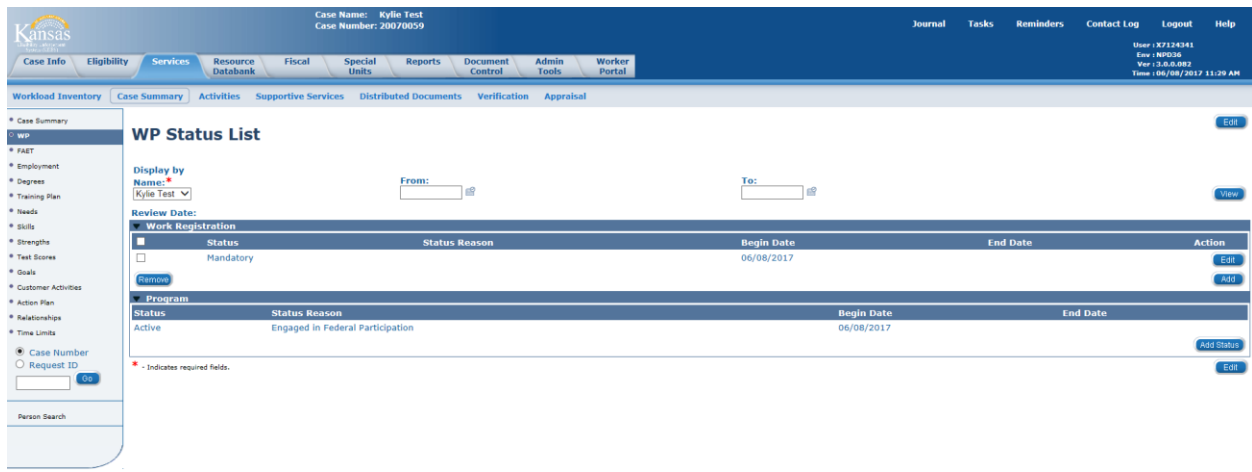
Person 1	Relationship	Person 2	Parental Control	Begin Date	End Date	Action
SMITH, JOHN	Parent	SMITH, BABY	No	01/22/2020		Edit
JONES, MARY	Unrelated	SMITH, JOHN	No	02/01/2017	06/30/2019	Edit
	Parent	SMITH, BABY	No	01/22/2020		Edit
	Unrelated	SMITH, JOHN	No	08/01/2016	01/31/2017	Edit
	Unrelated	SMITH, JOHN	No	07/01/2019		Edit

WP Status List page

- Assure the WP Registration Status of Mandatory or Exempt is correct for each adult and minor parent on the Work Programs block.

- If a client is Mandatory but has medical documentation stating they are not able to participate in WP activities at this time or if the client is working with Vocational Rehabilitation Services, the ES PI Reviewer should notify eligibility to update the Medical Condition on the Medical Condition List page. This should only be done if the adult is a parent in a two-parent household. Extended time in the Disability Employment Services activity or the Physical Health Care activity should have substantiating documentation scanned to Perceptive Content so it is available if the case is pulled for a sample.
- If a client is Exempt but chooses to volunteer, their Work Registration Status should remain Exempt and their Program Status should be Active with the Status Reason as Engaged in Non-Federal Participation. Clients receiving SSI cannot be considered volunteers because they are not eligible for ES services. (see E-1 in the KEESM Appendix).
- If a client would be Exempt because they are needed to care for a disabled HH member but during the assessment it is determined that she is required to participate with SRCC, the Work Program block would remain open and the client would be required to participate in the Alcohol and Other Drug Treatment and Assessment activity. Once SRCC has determined there is a substance abuse problem, the client is required to participate in their program. Failure to participate in the required substance abuse treatment is an eligibility issue not a WP issue. If the client fails to participate in the substance abuse treatment they are disqualified for TANF.

- If a client has a Registration Status of Exempt, assure that the correct exclusion reason is listed and there is documentation supporting the reason in the case file. Exclusion Reasons are:
 - One Parent HH-KEES rules will determine a single parent exempt in the month a child is born and the 2 consecutive months following the month of birth. This does not include teen parents or clients with an active Alcohol and Other Drug Assessment and Treatment activity.
 - Caring for Disabled HH Member-must have medical documentation in the file.
 - Ill/Injured/Incapacitated-client has been approved for disability
 - Tribal Work Program-only available in BR County.



Test Scores List Page

All tests, screenings, and evaluations should be listed on the Test Scores List page.

The chart below shows which Types to use and what should be entered for the Test Result.

Type*	Name*	Test Result*	Date*
CASAS	DO NOT ADD OR CHANGE	DO NOT ADD OR CHANGE	DO NOT ADD OR CHANGE
Integrated Service Team Meeting	Select Client's Name	SRCC, SBDT, DV/SA, Hardship, etc.	Date of the Meeting
Medical	DO NOT USE	DO NOT USE	DO NOT USE
Other	Select Client's Name	O*Net or Other Assessment	Date of the Assessment
Psychological Evaluation	Select Client's Name	Completed	Date of the Assessment
SASSI	Select Client's Name	Note if Referred for KCPC	Date of the Assessment
Vocational Evaluation	Select Client's Name	Completed	Date of the Assessment
Work Keys	Select Client's Name	WORKReady! Certificate Level Achieved	Date of the Certificate

Medical Condition List page

The Medical Condition List page should be checked for accuracy on ALL 2P TANF samples. When a 2P TANF case is pulled for a sample and we have medical documentation that one of the parents has a medical condition that prevents them from participating in all work program activities, that 2P case can be exempted from the 2P Participation Rate. It is not necessary to check the Medical Condition List page for a 1P HH or a 0P HH.

If a parent has an 'Active' medical condition listed on the Medical Condition List page, the ES PI Reviewer should check:

1. Is the Begin Date in the sample month or prior to it?
2. Is the End Date blank or after the sample month?
3. Do we have medical documentation that the parent has a medical condition that prevents him/her from participating in all work program activities?

If the answer is Yes to all 3 questions, no further action is required. This case will not count against us for the 2P Participation Rate.

If the answer to #1 is No and #3 is Yes and the Medical Condition Type is 'Incapacity-Verifiable and at Least 30 Days' or 'Other Food Assistance Disability', the ES PI Reviewer should send a request to Eligibility with the following instructions:

1. Please change the Begin Date for 'Client's Name' Active medical condition to 'First Day of the Sample Month'.
2. Please rerun EDBC for the sample month through the current come up month.
3. Please use the Contact Log to communicate to KDHE that the Begin Date for 'Client's Name' Active medical condition has been changed for the client.

If the answer to #2 is No and #3 is Yes and the Medical Condition Type is 'Incapacity-Verifiable and at Least 30 Days' or 'Other Food Assistance Disability', the ES PI Reviewer should send a request to Eligibility with the following instructions:

1. Please add an 'Active' medical condition for 'Client's Name' with the Type of 'Incapacity-Verifiable and at Least 30 Days'. This condition is expected to last 'refer to the medical statement' and should have a Begin Date of 'date the medical statement was signed by the doctor'.
2. Please rerun EDBC for the sample month through the current come up month.

3. Please use the Contact Log to communicate to KDHE that an Active verified Medical Condition has been added for 'Client's Name' with a Begin Date of 'date the medical statement was signed by the doctor'.

If the answer to #1 and #2 is yes but the answer to #3 is No and the Medical Condition Type is 'Incapacity-Verifiable and at Least 30 Days' or 'Other Food Assistance Disability', the ES PI Reviewer should send a request to Eligibility with the following instructions:

1. Please add an End Date of 'the last day of the month prior to the sample month' for the 'Active' medical condition for 'Client's Name' .
2. Please rerun EDBC for the sample month through the current come up month.
3. Please use the Contact Log to communicate to KDHE that an Active verified Medical Condition has been ended for 'Client's Name' as of 'the last day of the month prior to the sample month'

NOTE: Do not request a change if the Medical Condition Type is anything other than 'Incapacity-Verifiable and at Least 30 Days' or 'Other Food Assistance Disability'. If the Medical Condition Type is not 'Incapacity-Verifiable and at Least 30 Days' or 'Other Food Assistance Disability', that medical condition would remain the same and the ES PI Reviewer should send a request to add a new medical condition if the answer to #3 is Yes.

If a parent does not have an 'Active' medical condition listed on the page and we have the required medical documentation, the ES PI Reviewer should send a request to Eligibility with the following instructions:

1. Please add an 'Active' medical condition for 'Client's Name' with the Type of 'Incapacity-Verifiable and at Least 30 Days'. This condition is expected to last 'refer to the medical statement' and should have a Begin Date of 'date the medical statement was signed by the doctor'.
2. Please rerun EDBC for the sample month through the current come up month.
3. Please use the Contact Log to communicate to KDHE that an Active verified Medical Condition has been added for 'Client's Name' with a Begin Date of 'date the medical statement was signed by the doctor'.

Customer Activities List page

Review each activity listed that was open in the sample month by clicking on the EDIT button. Each activity will need to be edited separately. All activities should have a begin date of when participation started. The only exception is for employment or education in an application month. The Start Date for the employment or education activity would be the start date for TANF eligibility if the client was participating in that activity prior to applying for TANF. The start date for TANF eligibility is the same as the application date unless TANF was denied for the 1st month and approved for a following month.

The screenshot displays the 'Customer Activities List' page. At the top, the case name is 'Kylie Test' and the case number is '20070059'. The page features a navigation menu with tabs for Case Info, Eligibility, Services, Resource Databank, Fiscal, Special Units, Reports, Document Control, Admin Tools, and Worker Portal. A sidebar on the left contains search filters for Case Number, Request ID, Activity Search, Customer Activities, Activity Agreements, Customer Schedule, Work Experience/Community Service Hours Calculation, and Excused Absences. The main content area shows a search results summary table with the following data:

Activity Name	Name	Start Date	Status	Status Date	
<input type="checkbox"/> Unsubsidized Employment - P	Rott, Brady	06/08/2017	Participating	06/08/2017	<input type="button" value="Edit"/> <input type="button" value="View Progress"/>
<input type="checkbox"/> Alcohol and Other Drug Assessment and Treatment - NC	Test, Kyle	06/08/2017	Participating	06/08/2017	<input type="button" value="Edit"/> <input type="button" value="View Progress"/>

Activity Progress Detail page

This page is where the actual hours of participation will be entered. If there are 0 hours to report for the activity, there is no need to go to this page. The ES PI Reviewer will need to select the View Progress button on the Customer Activities List page for each activity with participation hours. Once the Activity Progress Detail page is open, the ES PI Reviewer will select the Edit button and enter the sample month under 'Activity Progress History' to enter the hours.

The report will use the 'Average Hours Per Week' box when determining if a case meets participation. If there are no hours entered in this box, it will look at the 'Total Hours/Month' Box. The report will divide the Total Hours/Month by the number of days in the sample month and then multiply by 7 to calculate the weekly hours. If there are no hours entered in either of these boxes, the report will add all the hours listed for each day in the month to get a monthly total and then calculate the weekly hours from that.

Hours should be entered in the 'Average Hours Per Week' box when an Employment Verification form is being used to verify the hours worked each week if the client was employed for the full month. It should also be used when the Income Amount Detail page is being used as verification of hours.

Activity Progress Detail

Name
BCB JONES

Activity Detail			
Activity Name: Work Experience, Public or Private Nonprofit	Provider: WP Generic Provider	Category: Generic Provider	Address: 915 SW HARRISON ST TOPEKA, KS Shawnee 66612-1505
	Start Date: 05/15/2017	End Date: 05/31/2017	Hours: Tue, Fri 12:00 AM - 11:45 PM (8 hours/week)

Review Date:
05/15/2017

Status	Status Reason	Status Begin Date	Status End Date	Action
Participating	Attending	05/15/2017		Edit

[Add](#)

Activity Progress History

Month	Total Hours/ Month							
05/2017								
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 05/29/2017 - 06/04/2017	05/29	05/30	05/31	06/01	06/02	06/03	06/04	
Attendance:	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Absent Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Absence Reason:	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Excused Absences:	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Performance:	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Comments:	<input type="text"/>							
▼ 05/22/2017 - 05/28/2017	05/22	05/23	05/24	05/25	05/26	05/27	05/28	
Attendance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absent Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absence Reason:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Excused Absences:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Performance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Comments:	<input type="text"/>							
▼ 05/15/2017 - 05/21/2017	05/15	05/16	05/17	05/18	05/19	05/20	05/21	
Attendance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absent Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absence Reason:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Excused Absences:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Performance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Comments:	<input type="text"/>							

Deemed Hours Per Week: Average Hours Per Week:

[Save and Return](#) [Cancel](#)

If hours are not entered in the 'Average Hours Per Week' box, hours can be entered in the 'Total Hours/Month' box. This could be used when the ES PI Reviewer uses a report listing the hours for the month without a breakdown of daily or weekly hours.

The Total Hours/Month box should be used when reporting:

1. hours of self-employment.
2. hours for an activity that starts/stops mid-month.
Example: client starts job on the 5th of the month
the semester ends on the 12th of the month
3. hours for Job Search/Job Readiness (Since this activity can only be used for 4 consecutive weeks, it is ALWAYS a partial month)

If hours were entered from the Provider Portal, the ES PI Reviewer will delete all Job Search/Job Readiness hours unless the hours are being used to meet participation.

- Case Number
- Request ID
- Go
- Activity Search
- Customer Activities
- Activity Agreements
- Customer Schedule
- Work Experience/Community Service Hours Calculation
- Excused Absences

Activity Progress Detail

Name
Jeremy Test

Activity Name: Vocational Education - P	Provider: WHITELINE CDL TRAINING	Category: SMART Vendors	Address: 3907 SW BURLINGAME RD TOPEKA, KS Shawnee 66609-1219
Start Date: 02/01/2017	End Date: 04/30/2017	Hours: Mon, Tue, Wed, Thu, Fri 8:00 AM - 5:00 PM (40 hours/week)	

Review Date:
02/01/2017

Status	Status Reason	Status Begin Date	Status End Date	Action
Participating	Attending	02/01/2017		Est Add

Activity Progress History

Month	Total Hours/ Month							
03/2017	184							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 03/27/2017 - 04/02/2017								
Attendance:	03/27 8.00	03/28 8.00	03/29 8.00	03/30 8.00	03/31 8.00	04/01	04/02	40.00
Absent Hours:								
Absence Reason:								
Excused Absences:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Performance:	<input type="text"/>							
Comments:	<input type="text"/>							
▼ 03/20/2017 - 03/26/2017								
Attendance:	03/20 8.00	03/21 8.00	03/22 8.00	03/23 8.00	03/24 8.00	03/25	03/26	40.00
Absent Hours:								
Absence Reason:								
Excused Absences:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Performance:	<input type="text"/>							
Comments:	<input type="text"/>							
▼ 03/13/2017 - 03/19/2017								
Attendance:	03/13 8.00	03/14 8.00	03/15 8.00	03/16 8.00	03/17 8.00	03/18	03/19	40.00
Absent Hours:								
Absence Reason:								
Excused Absences:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Performance:	<input type="text"/>							
Comments:	<input type="text"/>							
▼ 03/06/2017 - 03/12/2017								
Attendance:	03/06 8.00	03/07 8.00	03/08 8.00	03/09 8.00	03/10 8.00	03/11	03/12	40.00
Absent Hours:								
Absence Reason:								
Excused Absences:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Performance:	<input type="text"/>							
Comments:	<input type="text"/>							
▼ 02/27/2017 - 03/05/2017								
Attendance:	02/27	02/28	03/01 8.00	03/02 8.00	03/03 8.00	03/04	03/05	24.00
Absent Hours:								
Absence Reason:								
Excused Absences:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Performance:	<input type="text"/>							
Comments:	<input type="text"/>							

Average Hours Per Week:

Save and Return Cancel

If hours are not entered in the 'Average Hours Per Week' box or 'Total Hours/Month' box, hours can be entered under each day the activity is open for the month. Daily hours will be used when hours are entered by the provider through the provider portal.

Case Name: April Lee
Case Number: 20281221

Virtual Assistant Journal Tasks Reminders Contact Log Logout Help

User: Training1
Date: 12/01
Ver: 22.4.8 (Beta 0603)
Time: 05/18/2022 12:55 PM

Case Info Eligibility Services Resource Databank Fiscal Special Units Reports Document Control Admin Tools

Workload Inventory Case Summary Activities Supportive Services Distributed Documents Verification Appraisal

[View Excused Absences](#) [Edit](#) [Close](#)

Activity Progress Detail

Name: April Lee

Activity Detail

Activity Name: SMART Vendor	Provider: KANSAS NETWORK TO FREEDOM	Category: SMART Vendors	Address: PO BOX 67122 TOPEKA, KS 66667-0122
Start Date: 04/20/2022	End Date: 07/31/2022	Hours: Mon, Tue, Wed, Thu, Fri 8:00 AM - 5:00 PM (30 hours/week)	

Review Date: 04/20/2022

Status	Status Reason	Status Begin Date	Status End Date
Participating	Attending	04/20/2022	

Activity Progress History

Search Results Summary Results 1 - 3 of 3

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What to include on the Checklist

How the Actual, Projection and Average hours are calculated

Verification that supports the hours reported on the Activity Progress Detail page must be attached to the ES-4304. These are the hours listed on the ES-4304.

The Income List page will show the Program Type and the Program as 'Non-Medical' if the income is counted against the TANF grant. If the Program Type is 'Non-Medical' but the Program is 'LIEAP' or if the Program Type is 'Medical', the information cannot be used for work program participation.

Case Name: John Smith
Case Number: [Redacted]

Income List

Search Results Summary

Name	Program Type	Category	Employer/Business Name	Type	Begin Date	End Date
Jane Doe	Non-Medical	Social Security		Social Security Retirement/Survivors	01/01/2017	
Jane Doe	Medical	Social Security		Social Security	06/01/2017	

There are no earnings for John Smith

Case Name: Jane Doe
Case Number: [Redacted]

Income List

Search Results Summary

Name	Program Type	Category	Employer/Business Name	Type	Begin Date	End Date
Jane Doe	Non-Medical	Earnings	Dollar Store	Wages	08/01/2017	
Jane Doe	Non-Medical	Earnings	Factory Connection	Wages	10/01/2017	

Wages for EES

If the case has projected hours of employment on the Income Amount Detail page with a Begin Date of the sample month or before and no end date or the end date is the last day of the sample month or later and those hours are enough to meet participation, you should use that information for the sample pull. A copy of the Income Amount Detail page should be attached to the ES-4304 as the verification used. No other verification of employment hours is required.

Income Amount Detail

Program: Non-Medical

Category: Earnings Type: Wages

Date Received	Amount	Hours	Hourly Wage	Count in Average
09/08/2017	54.69	6	8.75	Yes
09/01/2017	54.69	6	8.75	Yes
08/25/2017	54.69	6	8.75	Yes
08/18/2017	52.50	6	8.75	Yes
Average Amount:	0.00	Weekly Hours: 0.00	Monthly Hours: 0.00	

Reported Amount: 232.81
 Begin Date: 09/01/2017
 Verified: Verified
 Source: Document

This shows the hours per pay check. In this example it represents weekly hours.

If the Hours don't show up on the Income Amount Detail page, it cannot be used as verification even though the wages are listed. You will need to locate the verification used to calculate the wages and attach that verification to the ES-4304.

Income Amount Detail

Program: Non-Medical

Category: Earnings Type: Wages

Date Received	Amount	Hours	Hourly Wage	Count in Average
				Yes
Average Amount:	0.00	Weekly Hours: 0.00	Monthly Hours: 0.00	

Reported Amount: 0.00
 Begin Date: 10/01/2017
 Verified: Pending

This employment has no hours listed, so you will have to use other verification for the hours.

NOTE: If the client does not meet participation with what is projected, the ES PI Reviewer can contact the CN to determine if there might be additional activities that would allow the client to meet participation.

Other verifications used to calculate reported hours

Copies of all employer's letters, work program service providers' reports, check stubs, work number printouts (only if they support the hours you are posting) and school schedules should be attached to the ES-4304 as verification if appropriate.

Screen print outs of The Work Number pages that do not address the month of the sample pull are not appropriate documentation and should not be included with the samples. Copies of BASI/BARI, journal entries, medical statements, Employer Contact Records, referral forms, and work sheets should not be included in the documentation. The ES PI Reviewer should never voice personal opinions about or frustrations with the client on the check list. The check list will be returned to be corrected if this is found by the DCF Department of Administration personnel.

Who verified the hours, if a collateral contact was made

Remember to include their name, title and phone number on the ES-4304.

Academic statement providing standard for study hours and hours in class

If reporting supervised study hours, please provide a sign in sheet or other documentation and include the supervisor's name and contact number. Please remember that the number of unsupervised study hours cannot exceed the amount of time spent in class or the institutions standards. Kansas will allow 1 unsupervised study hour for each hour spent in class or for each credit earned, whichever is least, unless other documentation is provided. If the institution does not assign credit hours for a class, we would use the amount of time spent in class.

Primary Activities

All eight primary activities meet the federal definition of primary activities.

If a client is involved in an activity but you are not sure it falls into one of these eight categories, please contact the Program Integrity Unit Program Administrator or the TANF Work Program Manager before counting the hours on the Activity Progress Detail page.

1. Unsubsidized Employment

Activities include full time/part-time employment, self-employment (see KEESM 6313), Job Corps, and/or a paid internship/practicum/clinical assignment to fulfill an academic requirement.

2. Subsidized Public Employment

This activity is to be used when an employer or intermediary receives a government grant to cover the participant's salary in the public sector. The intermediary monitors the participant and the employer. It also includes Federal Work Study and other government supported employment.

3. Subsidized Private Employment

This activity is to be used when an intermediary (i.e. temporary staffing agency or contracted employment service provider) receives a fee to cover the participant's salary in the private sector. It also includes Non-Federal Work Study and other supported employment such as a recovery coach. A recovery coach is a community-based barrier remover who attempts to engage and help addicts or alcoholics stay connected and supported within the recovering community.

4. Work Experience

Activities are as follows:

- An unpaid work experience assignment through the Workforce Center that allows the client to develop a current work history, establish a work reference, improve work habits, and increase the client's self-esteem and self-confidence,
- An unpaid Internship/Practicum/Clinical assignment to fulfill an academic requirement,
- Peer Support Mentor I & II/Coach within a treatment center/substance abuse service setting defined as co-facilitation of group sessions, development and delivery of educational lectures,
- Tutoring of other treatment participants in preparing assignments, and reading required assignments to treatment participants with poor reading skills, and/or
- Informal, short term activities that prepare the client to be placed at a work experience site through the Workforce Center and are included in the work experience program criteria.

5. On-the-Job Training

Activities include:

- Public or private sector employment that provides significant training in knowledge and skills essential to job performance of subsidized or unsubsidized employees while they are engaged in productive work. This training would be additional to what is generally provided to new employees.
- Job Retention Case Management includes contacts to discuss the client's progress on the job; discussion of the employee's attendance and related demonstration of good work habits; and discussion of any barriers or problems the client might be experiencing which could threaten the job.

- Supported employment when it includes significant on-site training in the skills and knowledge essential to job performance.
- Apprenticeship.

6. Vocational Education

Activities include work toward an Associate Degree, work toward a Vocational Technical certificate, and work towards the completion of a Baccalaureate degree and/or post-secondary plans approved by Vocational Rehabilitation Services. This includes both classroom participation and on-line class participation.

7. Job Search/Job Readiness

Job Search activities include individual or group job search and job retention services.

Job Readiness activities include community or agency workshops, support groups designated to enhance life skills, job seeking and job retention skills, substance abuse treatment, mental health treatment, rehabilitation activities including vocationally directed doctor's appointments, physical therapy, and/or job readiness case management services.

What WP activity to use when a client becomes enrolled in an ESL class:

All hours a client participates in English as a Second Language should be listed under Education Directly Related to Employment activity.

What WP activity to use when a client becomes enlisted in the military:

A client enlists in the military in October but doesn't go to basic training until January and is not in an activity at this time. The case is pulled for a November sample.

Question 1: Would client be placed into Unsubsidized Employment when he goes to basic?

Answer 1: Assuming this is a 2P HH, we first need to determine how long will the client be out of the home? If he is going to be out of the home for 180 days or less, he can stay on the case and all his income is countable. Will eligibility keep him on the case or remove him? If eligibility keeps him active on the TANF case, he would be considered employed full time and the correct activity would be Unsubsidized Employment once he leaves for basic. If/when eligibility removes him from the TANF case, his WP block would be discontinued and there would be no activity open for him.

Question 2: Can we place the client in the Job Search/Job Readiness activity to capture his preparation until he leaves for basic training?

Answer 2: If this is a 2P HH, he could be placed in the Job Search/Job Readiness activity while he prepares to leave for basic but the hours must be verifiable hours of participation and will probably be minimal. Therefore, the other parent would need to make up the additional hours to meet the participation requirement of 35 hrs/wk (if no CC). Otherwise, he could be put in the Two-Parent Parent Responsible for Child Care activity while the other parent meets the full 35 hrs/wk (if no CC).

Calculating Hours for Employment

The ES PI Reviewer should use the greater number of hours for participation from either the projected calculations or actual hours. The ES PI Reviewer may need to explore several options to determine which method will result in the most accurate and favorable result. Projected countable hours of participation for employment are determined in the following manner:

- *Regular Earnings, Apprenticeship, Internship*
Hours of participation should be based on the most recent report of projected hours for the sample month on the Income Amount Detail page. If there is no information on the system or the hours listed do not meet participation, the ES PI Reviewer should look for more recent verification. The ES PI Reviewer may use an employment letter, pay stubs or documentation of the earnings during the sample month or for the past 30 days. If the gross pay is provided and the rate of pay is provided but not the hours of employment, the total earnings may be divided by the rate of pay to determine the hours worked. Pay stubs will usually provide the number of hours worked for each pay period. When using pay stubs, the ES PI Reviewer may average the most recent consecutive pay stubs or they may calculate the actual hours worked in the sample month. The order of preference for verifications used is:
 1. Income Amount Detail page
 2. Check Stubs
 3. An Employment Letter
 4. E-mail or Written Statement from the Employer/School
 5. The Work Number
 6. Collateral Contact with the Employer

NOTE: The weekly hours of participation will be projected forward for 6 months from when the individual initially becomes employed and recalculated at the six-month work program progress review or upon client report of change. If the client's case is pulled for another sample during that six-month period, the ES PI Reviewer may report the same projected hours.

Calculating Hours of Employment in a Full Month

If the Income Amount Detail page shows Weekly Hours for the sample month and those hours are enough to meet participation, enter the Weekly Hours in the Average Hours per Week box on the Activity Progress Detail page. No calculations are required. A copy of the Income Amount Detail page must be attached to the sample form. It must include everything from the case name and case number at the top of the screen to the Start Date and End Date at the bottom.

If there are no Weekly Hours showing on the Income Amount Detail page or the total hours from all the activities do not meet participation, further investigation is required. The ES PI Reviewer should check the case file for verification of employment hours. If we have an employment letter that was completed prior to the sample month and there has been no reported change in hours, the employment letter can be used to verify the hours of participation. If the case still does not meet participation, the ES PI Reviewer should check BASI, and the Work Number for unreported employment hours.

If the employment can be found on the Work Number and it shows the average weekly hours (located under Income and Deductions for The Work Number) for an active employer and those hours meet participation, enter the weekly hours in the Average Hours per Week box on the Activity Progress Detail page. If the employment is on the Work Number but there is no average weekly hours listed, you will need to calculate the hours for participation using check stubs. This can be done in several ways. Here are some examples:

Example 1:

Mary is paid weekly. Using her most recent 30 days of check stubs, we see that she worked 35 hrs in WK1, 32 hrs in WK2, 29 hrs in WK 3, 36 hrs in WK4, and 30 hrs in WK5. A weekly average can be calculated by adding the hours and dividing by the number of checks. $(35 + 32 + 29 + 36 + 30 = 162 / 5 = 32.4)$ The ES PI Reviewer should enter 32 in the Average Hours per Week box on the Activity Progress Detail page.

Example 2:

Karen is paid bi-weekly. Using her most recent 30 days of check stubs, we see that she worked 63 hrs on the first check and 55 hrs on the second check. An average can be calculated by adding the hours and dividing by the number of checks. $(63 + 55 = 118 / 2 = 59)$ This gives us the average for the pay period, so we need to divide by 2 since there are 2 weeks in each pay period. $(59 / 2 = 29.5)$ The ES PI Reviewer should enter 30 in the Average Hours per Week box on the Activity Progress Detail page.

Example 3:

Carol is paid twice a month. Using her most recent 30 days of check stubs, we see that she worked 48 hrs on the first check and 39 hrs on the second check. Since the 2 checks are for exactly 1 month, we can add them together to get the total hours worked in the month. (49 + 39 = 88) The ES PI Reviewer should enter 88 in the Total Hours/Month box on the Activity Progress Detail page.

Calculating Hours of Employment in an Application Month

1. If a sample is pulled for an application month and the client stopped working prior to the date of the application, no hours can be counted for participation.

Example:

Mike's job ended 10/09/2017 and he received his last check on 10/19/2017. He applied for TANF on 10/13/17. Since the employment ended prior to the application date, we cannot count any hrs of participation from this employment.

2. If a sample is pulled for an application month and the client has been working all along, the start date for the Unsubsidized Employment activity should be the same as the Application Date.

Example:

Susan started a job in 09/2017 working 20 hrs/week but has not been able to keep up with her expenses so she applied for TANF on 10/13/17. She was approved and her case is pulled for a 10/17 sample. The ES PI Reviewer will add the Unsubsidized Employment activity with a Start Date of 10/13/2017 to match the application date. The ES PI Reviewer will enter 20 in the Average Hours per Week box on the Activity Progress Detail page. Since Susan is a single parent with a child under 6, she will meet participation.

3. If a sample is pulled for an application month and the following criteria is met, we should use the Application Date as the Start Date for the employment activity:
 - a. benefits are prorated after the first of the month,
 - b. client starts the job in the month of application,
 - c. client starts the job within a week of the application date, and
 - d. the client meets or exceeds the minimum average number of hours required for participation in each week employed.

Example 1:

Joanne applied for TANF on 10/16/17 and was approved. She started a new job on 10/23/17 working 30 hrs/wk. The ES PI Reviewer will add the Unsubsidized Employment activity with a Start Date of 10/16/2017 to match the application date. The ES PI Reviewer will enter 30 in the Average Hours per Week box on the Activity Progress Detail page. Joanne meets participation.

Example 2:

Mark applied for TANF on 10/16/17 and was approved. He started a new job on 10/23/17 working 15 hrs/wk. The ES PI Reviewer will add the Unsubsidized Employment activity with a Start Date of 10/23/2017 because the hours don't meet the minimum number of hours required for participation. Hours will be calculated the same way any partial month of employment is calculated. See [Calculating Hours for Employment in a Partial Month](#).

Example 3:

Jill applied for TANF on 10/01/17 and was approved. She started a new job on 10/23/17 working 30 hrs/wk Mon- Fri. The ES PI Reviewer will add the Unsubsidized Employment activity with a Start Date of 10/23/2017 because the client received assistance for the full month. Hours will be calculated the same way any partial month of employment is calculated. See [Calculating Hours for Employment in a Partial Month](#).

Example 4:

Jim applied for TANF on 10/10/17 and was approved. He started a new job on 10/23/17 working 30 hrs/wk Mon- Fri. The ES PI Reviewer will add the Unsubsidized Employment activity with a Start Date of 10/23/2017 because he did not start the job within 1 week of the Application Date. Hours will be calculated the same way any partial month of employment is calculated. See [Calculating Hours for Employment in a Partial Month](#).

Calculating Hours of Employment in a Partial Month

If the client starts employment after the first of the month, hours must be entered in the Total Hours/Month box on the Activity Progress Detail page. The ES PI Reviewer will calculate the total number of hours worked in the month.

Example 1:

Bill starts working on 10/09/17. The employment letter shows he is working 35 hrs/wk on Mon-Fri. The ES PI Reviewer will calculate the hours for the month by taking average wkly hrs (35)

divided by 7 (the number of days in the week) to get a daily average (5). The ES PI Reviewer will then take the daily average of hrs (5) times the number of days the client was employed (23) to get the total hours worked in the month (115). This number is entered in the Total Hours/Month box on the Activity Progress Detail page.

Example 2:

John starts working on 10/09/17. He is paid weekly and his first check was received 10/20 for the pay period ending 10/13. He provided check stubs showing he worked 30 hrs for the week ending 10/13, 40 hr for the week ending 10/20, 38 hr for the week ending 10/27, and 35 hrs for the week ending 11/03. The ES PI Reviewer can calculate the average by adding the checks and dividing by the number of checks ($30 + 40 + 35 + 37 = 142 / 4 = 35.5$). The ES PI Reviewer will calculate the hours for the month by taking average wkly hrs (35.5) divided by 7 (the number of days in the week) to get a daily average (5.07). The ES PI Reviewer will then take the daily average of hrs (5.07) times the number of days the client was employed (23) to get the total hours worked in the month (116.64 which rounds to 117). This number is entered in the Total Hours/Month box on the Activity Progress Detail page.

Calculation for Total Hours/Month when using a Weekly Average is as follows:

Average Weekly Hours / 7 X Days Employed in the Month = Total Hours/Month

Calculating Hours for Day Labor

Day Labor is work done where the worker is hired and paid one day at a time, with no promise that more work will be available in the future. Employment is usually unstable and insecure, resulting in unpredictable monthly earnings.

Examples of Day Labor Employers:

Labor Ready, Labor Finders, Labor Max, Apprentice

*If eligibility has established a 3 month average on the Income Amount Detail page, we can use that average for the hours of participation.

Actual hours for the month should be used if available.

If actual hours for the full month are not available, you may use an average based on when the employment started. Hours can be entered in each daily box as appropriate or the hours can be totaled and entered in the Total Hours/Month box on the Activity Progress Detail page.

1. If the person just started the job in the sample month, hours can be calculated by taking the total hours worked divided by the number of days including the first check

and last check counted and multiplied by the number of days in the month the client was employed.

Example:

A sample is pulled for May. Carl started his job on May 10th and worked 4 hours. He worked 5 hours on May 12th, and 5 hours on May 23th. We know Carl is still working for the company but we don't know if he worked any hours after the 20th in May. Hours can be calculated by adding $4 + 5 + 5 = 14$ hrs. The number of days including the first check and last check counted is 14. The number of days in the month that the client was employed is 22 ($31 - 9 = 22$). Countable hours for the month are 22 ($14 / 14 * 22$).

2. If the person started the job prior to the sample month but has worked there less than 3 months, an average may be used based on the number of weeks employed.

Example:

A sample is pulled for April. Jane started the job on March 8th and the last check stub provided was received May 5th. She worked a total of 45 hrs during this time frame. Looking at a calendar, we can see this covers 9 weeks. Hours can be calculated by taking 45 divided by 9 to get a weekly average of 5. 5 Hours will be entered in the Average Hours per Week box on the Activity Progress Detail page.

3. If the person started the job prior to the sample month and has worked there at least 3 months, a 3 month average may be used.

Document how income was calculated! Hours entered should reflect the total countable hours for the month. Ex. If a client works at \$10/hr and earns \$30 for 1 day and then works another day at \$8/hr for 5 hours earning \$40, the income entered for the month would be \$70 and the hours entered for the month would be 8.

Calculating Hours for Self-Employment

Eligibility is responsible for determining the Countable Self-employment Income and entering it on the Income Detail page. This will show up on the Income List page with a Program Type of Non-Medical and a Category of Self-Employment. The ES PI Reviewer will calculate the hours of participation by dividing the Self-Employment Income by Minimum Wage. The hours will then be entered in the Total Hours/Month box on the Activity Progress Detail page.

If Eligibility is counting income as Employment Income but no hours are listed on the Income Amount Detail page and the ES PI Reviewer believes the employment is actually self-employment, the ES PI Reviewer may request the Program Integrity Unit Program

Administrator review the case. If the Program Integrity Unit Program Administrator determines the employment meets the criteria for self-employment, the ES PI Reviewer will use the monthly income to calculate the hours of participation by dividing the Income by Minimum Wage. The hours will then be entered in the Total Hours/Month box on the Activity Progress Detail page. Eligibility will not be asked to change their determination.

Example for a Full Month:

David has \$500 of Self-employment income being counted on his case for the sample month. $\$500 / \$7.25 = 68.96$ hours. The ES PI Reviewer will enter 69 in the Total Hours/Month box on the Activity Progress Detail page for David's Unsubsidized Employment activity. A copy of the Income Detail page will be attached to the sample form for verification.

If this is a new job (less than 6 months), a prospective estimate can be used based on the client's statement until an average is established.

If a sample is pulled for an application month and the client has self-employment, the total number of hours for the month will need to be divided by the number of days in the month and multiplied by the number of days on assistance.

Example for an Application Month:

Robert applied for TANF on 10/23/17 and was approved with \$500 of self-employment income being counted on his case each month. The total number of hours for the month came to 69. $69 \text{ hours} / 31 \text{ days in October} \times 9 \text{ days on assistance} = 20.03$. 20 should be entered in the Total Hours/Month box on the Activity Progress Detail page for Robert's Unsubsidized Employment activity.

Calculating Hours for Work Experience

The current benefit amounts are used to determine the number of assigned hours. When a client is participating in the Work Experience activity through the Workforce Center, the Comm. Service Hours Calculation Detail page must be completed. The ES PI Reviewer will enter the Total Hours of Participation Required per week for the client, then click on the 'Calculate' button. The system will calculate the number of hours required for the activity and give you the Maximum Average Unpaid Work Experience/Community Service Hours per Week. If this number is less than 20, additional hours can be deemed to meet 20 hours. A copy of the Comm. Service Hours Calculation Detail page must be copied into Perceptive Content. It will be used to document hours of participation for the Work Experience activity.

When deeming hours, only core hours may be deemed. This would include the first 20 hours for the single parent family. If the family did not have a child under the age of six, the TANF mandatory adult would need to participate in 10 hours of additional primary or secondary

activities to meet the 30 hour requirement. If the client participated for the allowable assigned hours, the difference between the allowable assigned hours and the 20 core hours may be deemed for the week. If the client fails to participate for the allowable assigned hours without an excused absence, hours cannot be deemed and they would not meet participation.

Deemed Core Hours

Deemed Core hours can only be used if:

1. the ES PI Reviewer has already determined the Work Experience hours for the client are less than 20 hours a week (per Comm. Service Hours Calculation Detail page)
AND
2. the client has met that participation requirement.

If the client met their Maximum Average Unpaid Work Experience Service Hours per Week for the month, the deemed hours should be entered on the Activity Progress Detail page. See the example below:

Activity Progress Detail

Name
BOB JONES

Activity Detail

Activity Name: Work Experience, Public or Private Nonprofit	Provider: WP Generic Provider	Category: Generic Provider	Address: 915 SW HARRISON ST TOPEKA, KS Shawnee 66612-1505
	Start Date: 05/15/2017	End Date: 05/31/2017	Hours: Tue, Fri 12:00 AM - 11:45 PM (8 hours/week)

Review Date:
05/15/2017

Status	Status Reason	Status Begin Date	Status End Date	Action
Participating	Attending	05/15/2017		Edit

Activity Progress History

Month: 05/2017

Month	Total Hours/ Month							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 05/29/2017 - 06/04/2017	05/29	05/30	05/31	06/01	06/02	06/03	06/04	
Attendance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absent Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absence Reason:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Excused Absences:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Comments:	<input type="text"/>							
▼ 05/22/2017 - 05/28/2017	05/22	05/23	05/24	05/25	05/26	05/27	05/28	
Attendance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absent Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absence Reason:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Excused Absences:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Comments:	<input type="text"/>							
▼ 05/15/2017 - 05/21/2017	05/15	05/16	05/17	05/18	05/19	05/20	05/21	
Attendance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absent Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Absence Reason:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Excused Absences:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Comments:	<input type="text"/>							

Deemed Hours Per Week: Average Hours Per Week:

[Save and Return](#) [Cancel](#)

Example: According to the Comm. Service Hours Calculation Detail page, the client is required to participate for 13 hours per week to meet participation. By subtracting 13 from 20 the ES PI Reviewer allowed 7 deemed core hours a week. The client met the 13 hour requirement so the

ES PI Reviewer entered the daily hours as reported under each day and entered 7 deemed hours each week on the Activity Progress Detail page.

Calculating Hours for Vocational Education

A statement from the training institution that defines hours of study needed to assure progress towards successful completion of the course can be used to determine study hours. Verification of the credit hours the client earns for the class can be used in place of a written statement. If no statement is available, Kansas will allow 1 unsupervised study hour for each hour the client spends in class. The number of unsupervised study hours cannot exceed the amount of time spent in class or the institutions standards.

Example: John has provided a copy of his class schedule from the local community college. His case was selected for the WP Sample for April. Since we only need to report activities for the sample month, the ES PI Reviewer would enter the hours for class time, supervised study time, and unsupervised study time from the schedule on the Activity Progress Detail page as shown below.

Student Schedule for: John Client

Spring 2017 Semester Course Schedule

Course	Title	Days	Start Time	End Time	Start Date	End Date	Credit Hours
101	Gen Biology	M W F	11:30AM	12:20PM	01/13/2017	05/10/2017	4
102	Biology Lab	W	02:00PM	03:50PM	01/18/2017	05/03/2017	0
103	Speech	T R	09:30AM	10:50AM	01/12/2017	05/09/2017	3
104	Eng Comp I	M W F	12:30PM	01:20PM	01/13/2017	05/10/2017	3
105	Gen Psych	M W F	10:00AM	10:50AM	01/13/2017	05/10/2017	3
Total Credit Hours:							13

The schedule shows that John is in class for a total of 14 hours each week and he will earn 13 credit hours. Therefore, John has a total of 27 Vocational hours that will count for participation.

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 04/24/2017 - 04/30/2017	04/24 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/25 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/26 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/27 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/28 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/29	04/30	25.00
▼ 04/17/2017 - 04/23/2017	04/17 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/18 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/19 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/20 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/21 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/22	04/23	25.00
▼ 04/10/2017 - 04/16/2017	04/10 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/11 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/12 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/13 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/14 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/15	04/16	25.00
▼ 04/03/2017 - 04/09/2017	04/03 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/04 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/05 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/06 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/07 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/08	04/09	25.00

Do not worry about the weekly total hours

These are the hours that KEES will look at.

Case Name: John Client
Case Number: 20070090

Journal Tasks Reminders Contact Log Logout Help

User: 12714381
Env: NRC06
Ver: 3.0.6.092.1
Time: 100/07/2017 10:24 AM

Case Info Eligibility Services Resource Databank Fiscal Special Units Reports Document Control Admin Tools Worker Portal

Workload Inventory Case Summary Activities Supportive Services Distributed Documents Verification Appraisal

Case Number
Request ID

Save and Return Cancel

Activity Progress Detail

Name: John Client

Activity Name: Vocational Education - P	Provider: BUTLER COUNTY COMMUNITY COLLEGE	Category: SMART Vendors
Start Date: 03/01/2017	End Date: 05/31/2017	Address: 901 S HAVERHILL RD EL DORADO, KS Butler 67042-3225
Hours: Mon, Tue, Wed, Thu, Fri 8:00 AM - 5:00 PM (27 hours/week)		

Review Date: 03/01/2017

Status	Status Reason	Status Begin Date	Status End Date	Action
Participating	Attending	03/01/2017		Edit Add

Month	Total Hours/ Month							
04/2017	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 04/24/2017 - 04/30/2017	04/24 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/25 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/26 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/27 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/28 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/29	04/30	25.00
▼ 04/17/2017 - 04/23/2017	04/17 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/18 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/19 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/20 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/21 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/22	04/23	25.00
▼ 04/10/2017 - 04/16/2017	04/10 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/11 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/12 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/13 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/14 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/15	04/16	25.00
▼ 04/03/2017 - 04/09/2017	04/03 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/04 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/05 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/06 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/07 Attendance: 5.00 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/08	04/09	25.00

Average Hours Per Week: 27

Save and Return Cancel

Calculating Hours for Job Search/Job Readiness

Only actual hours of participation may be counted. The limits of 4 consecutive weeks and 6 total weeks for the Job Search/Job Readiness will apply to the current month and the prior 11 months for that client. The system will not restrict the number of weeks that Job Search/Job Readiness can be used so the ES PI Reviewer will be responsible for reviewing the case history and monitoring the number of weeks used. Hours can be entered Daily for the 4 consecutive weeks or the 4 weeks can be totaled and entered in the Total Hours/Month box. Hours should not be entered in the Average Hours per Week box as this activity is ALWAYS counted as a partial month.

Job Readiness

Activities attendance documentation is provided by the job readiness supervisor. If the hours on the ES 4304 were verified by a contracted provider, the verification listed on the checklist would be 'e-mail', 'data base', 'collateral call', or whatever source the worker is using. If the hours on the ES 4304 were verified by the career navigator, the verification listed on the checklist would be 'collateral contact', 'attendance record', 'Job Readiness Activities form', or whatever source the ES PI Reviewer is using. All hours must be verified to be countable.

Job Search

Hours will be listed on the Job Search Activities form. The Job Search Activities form should be Imaged into the electronic file but should not be attached to the Checklist (ES 4304) as verification. If the hours for the Job Search Activity were verified by a contracted provider, the verification listed on the checklist would be 'e-mail', 'data base', 'collateral call', or whatever source the ES PI Reviewer is using. If the hours on the Job Search Activities form were verified by the career navigator, the verification listed on the checklist would be 'collateral contact' and the contact information should state 'Job Search Activities form in file'.

If the client is doing Individual Job Search, the time is to be recorded by the client on the Job Search Activities form and turned into the career navigator weekly. Reasonable client reports will be accepted along with the verification of at least 10% of the contacts reported. All online and fax applications must be documented with application or transmission confirmations.

Example: Susie applied for TANF in January. She has a child under 6 yrs. so she needs a minimum of 20 hours each week to meet the federal participation requirements. She was assigned to Job Search/Job Readiness in February and her case was selected as a Sample for March. Since we only need to report activities for the sample month, the ES PI Reviewer would enter hours for the 4 consecutive weeks in March on the Activity Progress Detail page.

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 03/26/2018 - 04/01/2018	03/26 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/27 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/28 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/29 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/30 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/31 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	04/01 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	25.00
▼ 03/19/2018 - 03/25/2018	03/19 Attendance: 4 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/20 Attendance: 3 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/21 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/22 Attendance: 6 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/23 Attendance: 4 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/24 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/25 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	22.00
▼ 03/12/2018 - 03/18/2018	03/12 Attendance: 6 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/13 Attendance: 6 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/14 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/15 Attendance: 6 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/16 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/17 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/18 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	28.00

Note: There are more than 4 weeks in the month of March, therefore you can only report on the 4 consecutive weeks. The client's weekly participation will need to be more than the required weekly hours (20 or 30) in order to meet participation in a given month because of this reporting requirement. In this example, can only report on the 4 weeks and the client's hours are more than 20 per week so that they will meet participation. There is nothing reported in the monthly total or weekly average fields.

▼ 03/05/2018 - 03/11/2018	03/05 Attendance: 4 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/06 Attendance: 5 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/07 Attendance: 4 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/08 Attendance: 6 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/09 Attendance: 6 Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/10 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/11 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	25.00
▼ 02/26/2018 - 03/04/2018	02/26 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	02/27 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	02/28 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/01 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/02 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/03 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	03/04 Attendance: <input type="text"/> Absent Hours: <input type="text"/> Absence Reason: <input type="text"/> Excused Absences: <input type="checkbox"/> Performance: <input type="text"/> Comments: <input type="text"/>	

Average Hours Per Week: Save and Return Cancel

If Susie had been pulled for the sample in the previous eleven months and she had been reported in Job Search/Job Readiness for four consecutive weeks, the ES PI Reviewer should only post two weeks of Job Search/Job Readiness and the client would not meet participation with Job Search/Job Readiness alone.

Secondary Activities

All secondary activities meet the federal definition of work activities.

1. Job Skills Training

Activities include literacy instruction, customized training, and/or language instruction focused on skills for employment. An example of customized training is an employer mandated customer service training.

2. Education Directly Related to Employment

Activities are adult basic education (ABE) and/or other courses designed to provide knowledge and skills for specific occupations or work settings. This activity is NOT appropriate for clients with a high school diploma or GED unless it is an ESL class. This activity is to be used for all English as a Second Language (ESL) classes.

3. Satisfactory Attendance at Secondary School or in a GED Program

High school and GED count as activities.

Teen parents attending high school or working towards their GED will meet participation if the teen is satisfactorily participating in high school or a GED program. The hours for satisfactory attendance in a GED program is the equivalent of the hours offered by the local GED program unless the client has other limiting factors that hinder participation.

NOTE: Hours for Education Directly Related to Employment and Satisfactory Attendance at Secondary School or in a GED Program are primary work activities for teen parents. A teen parent is defined as a parent under the age of 20 who does not have a high school diploma or GED.

Remember, GED or high school is considered a secondary activity for a client 20 and older. If the studies are incorporated into a vocational training program as part of the curriculum needed to complete the course, those hours would count as primary Vocational Education hours.

Parents Not in Work Programs

Parents who are not active in the Work Programs block may be eligible to be counted toward meeting the federal work participation requirements. This could include parents receiving TANF but exempt from work programs with an exclusion reason of One Parent HH or Caring for Disabled HH Member on the Work Registration List page. It could also include parents with the role of UP or FRE in the TANF block on the Case Summary page. For the hours to be counted in the system, additional steps must be taken. The following steps should only be taken if the client will meet participation:

1. To count these parents for work participation, staff must open them on the Work Program block.
2. Add the primary activity for the month starting with the first day of the sample month.

3. Enter the hours of participation on the Activity Progress Detail page.
4. After entering the hours for these parents, end the activity with the last day of the sample month and discontinue the client's status in the Work Program block.

Note: Activities do not need to be kept open to be included for the sample month. After Hours have been entered, the client can be discontinued on the Work Program block even though the preliminary or federal reports have not been created.

Other Tips:

- Don't use Job Search/Job Readiness hours if participation is not met.
- If the six month's projection for income is current and meets participation, DO NOT ask for actual income.
- Only volunteers should have a Status Reason of Engaged in Non-Federal Participation.
- SSI recipients can NOT be volunteers because they are not eligible for employment services even though we are allowed to count their hours of participation.
- The End Date on the Customer Activity Detail page must be updated when an activity has the Status of Removed or Completed added on the Activity Progress Detail page.
- Hours of participation can be counted for an ineligible alien ONLY if the ineligible alien is the parent of a child on the case. Hours cannot be counted for an ineligible alien when the ineligible alien is a cohabiting partner.

Helpful Hints if Federal Participation is Not Met

- Can you use more than one activity to meet participation?
- Enter actual hours for all primary and secondary activities (except Job Search/Job Readiness) even if it doesn't meet participation.
- Have you checked BARI, BASI and The Work Number? If there is employment information in the current quarter or the prior quarter, the ES PI Reviewer should investigate to determine if the client was employed in the sample month and document the response in a Journal entry.

BARI/BASI Instructions

When BARI/BASI is checked, the ES PI Reviewer should only look at the current quarter and 1 quarter prior. If info is found, the Journal entry should include the following:

1. The last employer's name and quarter listed on BASI for each adult or minor parent on the case.

2. If the employment was not previously reported and BASI does not show the employment has ended, the ES PI Reviewer should:
 - a. Send an ES-4302 to the employer. Info can be found on EARA.
 - b. Notify CN the ES-4302 has been sent. CC their supervisor.
3. Documentation of employment termination is required for all reported employers listed in the current and last quarter on BASI if the client is no longer employed. This documentation must include:
 - 1) Month of termination if prior to the sample month
 - 2) Date of termination if job ended in the sample month
 - 3) Source of verification (employer letter/collateral contact/Work Number/BARI)
4. If no documentation for the employment termination can be found in the file and client reports they are no longer employed there, the documentation must state this and include the following:
 - 1) date the employment termination verification was requested
 - 2) date the info is due.
5. If client reports they are still employed but no verification of the employment is in the file, the documentation must state this and include the following:
 - 1) date the employment verification was requested
 - 2) date the info is due.

Things to Remember Before Checking the Work Number:

1. Sample Specialists should check for hours of participation in all activities that were active in the sample month.
2. Sample Specialists should check the Income Amount Detail page for employment hrs.
3. All verified hours for each activity should be listed on the ES-4304.

Below is a partial list showing the most common Verifications that can be used to verify hours of participation for employment. They are listed in order of preferred use. This means if we have hours on the Income Amount Detail page that enable the client to meet participation, the Income Amount Detail page should be used and no further investigation of hours is required. If the hours do not meet participation on the Income Amount Detail page we should look for the most current verification in the file. If we have current check stubs showing hours that enable the client to meet, the check stubs should be used as verification and no further investigation of hours is required. If hours still don't meet participation and the check stubs are not current but we have an Employment letter that shows hours that meet participation, we should use the Employment letter as the verification of hrs.

1. Income Amount Detail page
2. Check Stubs
3. An Employment Letter
4. E-mail or Written Statement from the Employer/School/Provider

5. The Work Number
6. Collateral Contact with Employer/School/Provider (if collateral contact is already documented in a Journal entry for the activity, there is no reason to call again)

(If you use a collateral contact as verification of the hours, you must list the name of the person, his/her title or company name, and the phone number that you called for the information on the ES-4304)

If the client does NOT meet participation with hours listed on the ES-4304, THEN you will need to investigate further by checking the Work Number. If there is a copy of the Work Number in ImageNow that was run after the sample month, use it DO NOT request a new Work Number.

The reason we check the Work Number and BASI is because we are looking for employment hours to meet participation. If the client is already meeting participation, we don't need to look for other hours.

Checking the Work Number:

If the case does NOT meet participation and the Work Number is checked, it should be checked for each client on the Sample list.

If there is a copy of Equifax/Work Number in the file that was checked after the sample month, there is no need to recheck Equifax. If the copy of Equifax/Work Number is from the sample month or prior, a new check in Equifax/Work Number will be required.

If a case is pulled two months in a row for a sample, a new Equifax/Work Number will be required for the second month. Steps to follow after signing on to the Work Number:

1. Enter the client's SSN.
2. Select EES Employment Services as the Benefit Program.
3. Select 3 Full Months as the Pay Range.
4. Select SS Verification as the Verification Type.
5. Click on the Start Order button.
6. The Employer should be selected for an Income Report if a case is pulled for a December sample and the Work Number shows an Employer as "Active" and the Last Pay Period is in October, November, December, or later. If the Last Pay Period is prior to October, the Employer should not be selected.
7. Print all pages of the Print Order Details into Perceptive Content if the hours are used for the sample.

Minimum Hours of Participation to meet the Federal Participation Rate

Remember, not everyone needs 30 hours per week to meet participation.

- A minimum of 20 primary hours is needed for single parents with children under the age of six.
- A minimum of 30 hours is the rule for single parents with children age six and older. Of the 30 hours, 20 must be in primary activities.
- A minimum of 30 hours is needed for two-adult households. These are the families that don't have mutual children. Of the 30 hours, 20 must be in primary activities. If there is a child under the age of 6, at least 20 of the hours must be in primary activities and all 20 must be completed by one adult. If there is not a child under the age of 6, all 30 hours must be completed by one adult.
- A minimum of 35 hours is needed for two-parent families when DCF does not pay childcare. Of the 35 hours, 30 must be in primary activities.
- A minimum of 55 hours is the rule for two-parent households, when DCF childcare is used. Of the 55 hours, 50 hours must be in primary activities.
- Teen parents who attend high school or GED classes will meet participation if they are satisfactorily participating in high school or a GED program. The hours for satisfactory attendance in a GED program is the equivalent of the hours offered by the local GED program unless the client has other limiting factors that hinder participation.

Q&A

Q: When a client reports that they are sick for several days, or that they had to stay home with sick children, does staff have to get Doctors statements to document good cause? Many times, the client does not go to the doctor for minor illness or colds.

A. If a client reports in a timely manner that they are sick or that they have sick children and cannot attend an activity, the career navigator can act as the "other source" for documenting an excused absence. The career navigator may note the client's report in the file logs and use that as documentation. The career navigator will use their best judgment and knowledge of the client to decide which reports will require a doctor's statement for documentation.

Q: Can I count the time it takes a client to complete the Self-Assessment, the SASSI and our local orientation towards participation?

A: No. If the client is only involved in the initial assessment and orientation the hours would not count toward federal participation. The 0 hour activities are just that; no hours posted for these activities will not count towards participation. If a client is in a 0 hour activity that has them participating in steps to improve their life skills or employability (financial planning classes, therapy sessions, etc...), the ES PI Reviewer should request the CN open a countable activity that encompasses the step and count the documented hours towards participation.

Q: The client completed a review two months before she was selected for the sample pull. At that time she reported P/T employment and we projected her hours and wages for six months. Can we use that projection for the sample pull or do we have to get new information for the sample month?

A: You may use the projected hours and include a copy of the materials used to produce the projection as documentation.

Q: I have a parenting teen who attends high school completion courses 3 hours a week. Can I deem her hours?

A: Hours cannot be deemed for the Satisfactory Attendance at Secondary School or in a GED Program activity. Teen parents who attend high school or GED classes will meet participation if they are satisfactorily participating in high school or a GED program. The hours for satisfactory attendance in a GED program is the equivalent of the hours offered by the local GED program unless the client has other limiting factors that hinder participation.

Q: If a case is pulled for a sample but they don't have any countable hours, do I enter 0 hours on the Activity Progress Detail page? If so, where do I enter the 0?

A: If the client has no hours that can be counted towards participation in the activity, the Activity Progress Detail page should be left blank. This includes all 0 hour activities and all primary/secondary activities with no hours to count.

Q: Do I need to change the WP Status to Exempt for a client when a baby is born?

A: No. The federal report will identify if the client is eligible for the CU exemption based on KEES rules.

Q: What Start Date should be used on the Customer Activity Detail page when adding an activity?

A: Usually, the Start Date should be the date the client starts the activity. An exception to this rule is in the month of application. An activity should never start prior to the date a client is eligible for TANF.

Q: What End Date should be used on the Customer Activity Detail page when adding an activity?

A: Usually, the End Date should be the last day the client participated in the activity. However, if this is a new activity opened for the sample month only, the End Date should be the last day of the month the activity is reviewed. All activities should be reviewed at least every 6 months unless the activity is set up for Transitional services, then it should be for 12 months. Keep in mind some activities should be reviewed more often than 6 months. If a client is in school, the activity should be reviewed when the class or semester is expected to end. Work Experience should be reviewed every 3 months.

Q: Why should a client's Status be Transitional instead of Sanction on the WP Status Detail page when applying a WP penalty?

A: Transitional must be used as the Status so that KEES will automatically close the WP block at the end of 12 months if the client doesn't reapply.

Q: What is the difference between Engaged in Federal Participation and Engaged in Non-Federal Participation for an Active WP client?

A: All Mandatory WP clients should be Engaged in Federal Participation. Clients that are Exempt and volunteer to participate in WP should be Engaged in Non-Federal Participation.

Q: How far back should I check for employment found on BASI?

A: Current quarter and 1 quarter prior. If you are checking BASI on 12/05/17, the current quarter is 4-2017 (October, November, and December) and the prior quarter is 3-2017 (July, August, and September).