TANF Sample Cases Review Guide

For the Federal Report

Kansas Department for Children and Families

Economic and Employment Services ES-4305 04/21

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 fifty new cases, fifty 2P cases, approximately 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 TANF Sample Reader will divide the list and distribute a section to each Sample Specialist.

This guide is designed to help the 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 a Sample Specialist. The TANF Sample Reader will review a selected sample of the cases submitted by the Sample Specialists.

They will review all activities open in the sample month and the hours of participation for each activity. Additionally, the 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 TANF Sample Reader in groups of 10 as they are completed. The TANF Sample Reader will complete a CARES review for each sample read. Cases with problems 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 Sample Specialist will send all checklists and their supporting documentation to the Sample Reader by the 20th of the month following the sample month. The Sample Reader will send all checklists and their supporting documentation to the TANF Work Program Manager by the end of the month following the sample month. At this time, missing cases will be noted and requested. 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 TANF Sample Reader 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 TANF Sample Reader by August 20th. All corrected samples will be due to DCF Department of Administration by August 31st. The TANF Work Program Manager may review the cases and request corrections. All KEES changes must be made prior to running the preliminary report.

The checklist, documentation, and verification 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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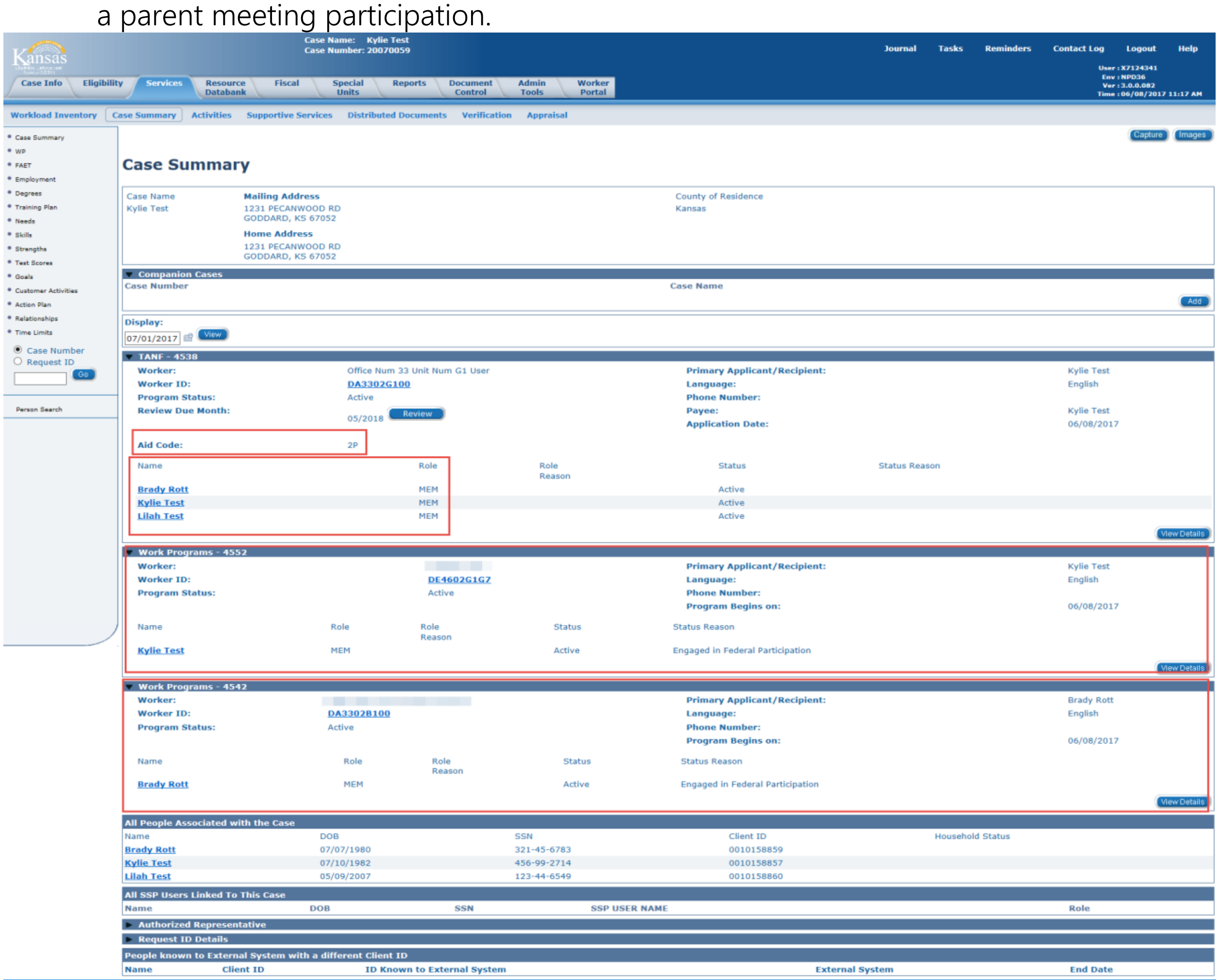
Steps for Career Navigators and Second Party Reviewers

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), be sure the TANF role is UP. A work program block should only be opened if the person is a parent meeting participation.



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)

Cohabiting Partner Clarification

Scenario: Benefits were originally issued for December with PI, 1 mutual CH, 1 non-mutual CH, and Cohabiting Partner as Active MEM's on the case. PI & CP are parents of the mutual child so CP should be BG not CP. Since then, an overpayment has been set up so that all 4 are showing Ineligible with BG/CP and Non-mutual CH as Out of the Home for 12/19 benefits.

Question: Does the Cohabiting Partner box need to be unchecked?

Answer: The TANF report will pull info for all the people on the case at the time the sample was pulled. Since the OP was set up after the case had been pulled, it will still include BG/CP and the Non-mutual CH. Therefore, all relationship info for them must be correct to avoid an error flag showing on the case. This is why the Cohabiting Partner box needs to be unchecked.

If the only mutual child is temporarily out of the home and both parents are in the home but not married, they would be cohabitating partners. If the child is permanently out of the home and there are no other children, the months TANF was open would still have him as a cohabitating partner. If there are other children in the home and he is the father of the children, he is not a cohabiting partner.

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

Selecting the Edit button for Mary brought up the Relationship Detail page which shows her as Cohabiting Partner to John.

Relationship Detail

First Individual:* MARY JONES 1919622

Relationship:* Unrelated

Second Individual:* JOHN SMITH 1852861

☑ **Cohabiting Partner**

☐ **Care and Control**

☐ **Use Person DOB as Begin Date**

Begin Date:* 08/01/2016

End Date: 01/31/2017

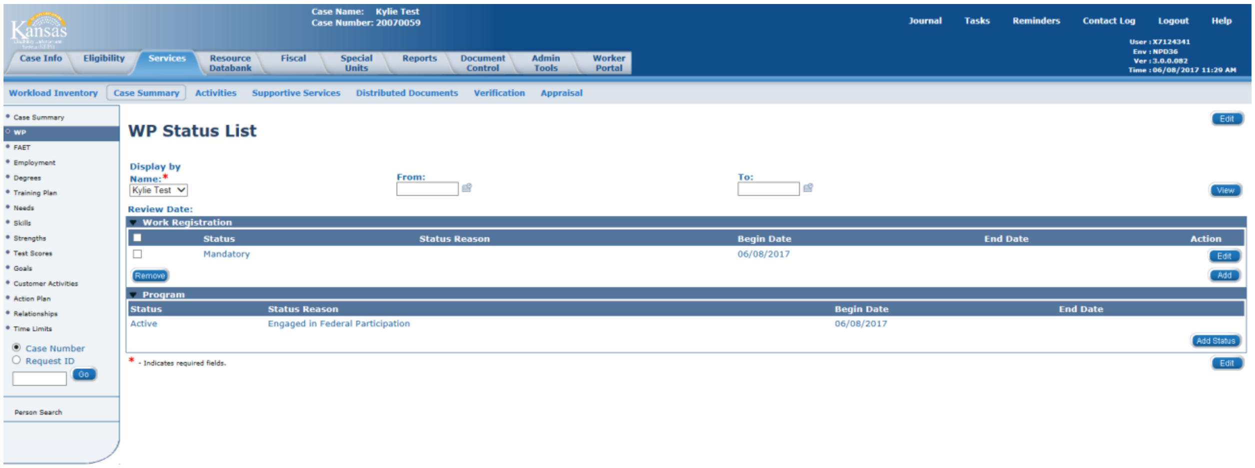
Medical Verified: Verified

Non-Medical Verified: Verified

Since both parents are listed in the home, the Cohabiting Partner box should be unchecked.

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.

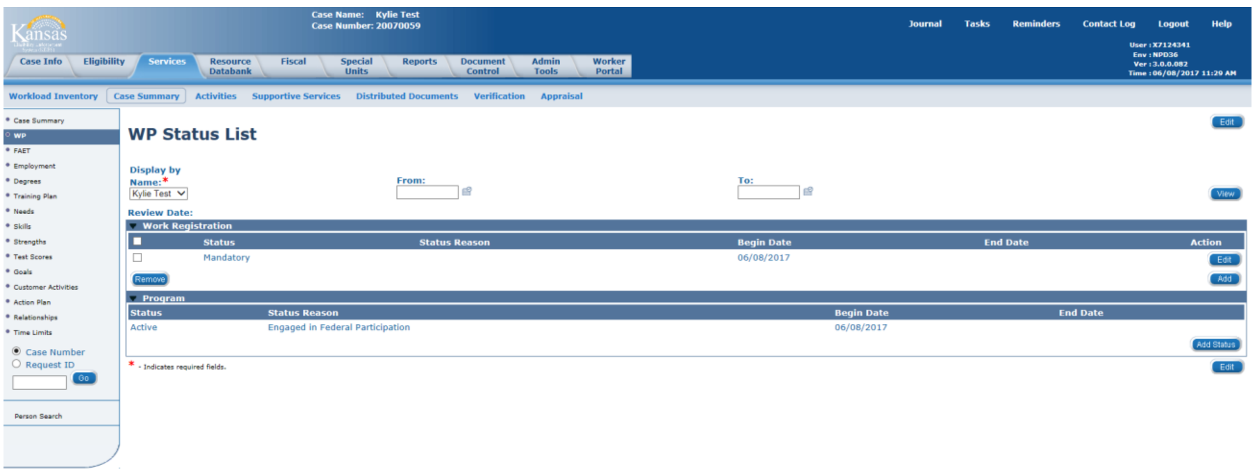


- If a client is Mandatory but has medical documentation stating they are not able to participate in WP activities at this time or if the client is working with Vocational Rehabilitation Services, the Career Navigator should notify eligibility to update the Medical Condition on the Medical Condition List page. This should only be done if the adult is a parent in a two-parent household. Extended time in the Disability Employment, Physical Health Care or Mental Health Care activity should have substantiating documentation scanned to ImageNow so it is available to **DCF Department of Administration** 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.



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 him/her 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 career navigator 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 career navigator should send a request to Eligibility with the following instructions:

1. Please change the Begin Date for '*<u>Client's Name</u>*' Active medical condition to *<u>'First Day of the Sample Month'</u>*.
2. Please rerun EDBC for the sample month.
3. Please use the Contact Log to communicate to KDHE that the Begin Date for '*<u>Client's Name</u>*' 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 career navigator should send a request to Eligibility with the following instructions:

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

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 career navigator should send a request to Eligibility with the following instructions:

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

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 career navigator 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 career navigator 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.
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'*.

Test Scores List Page

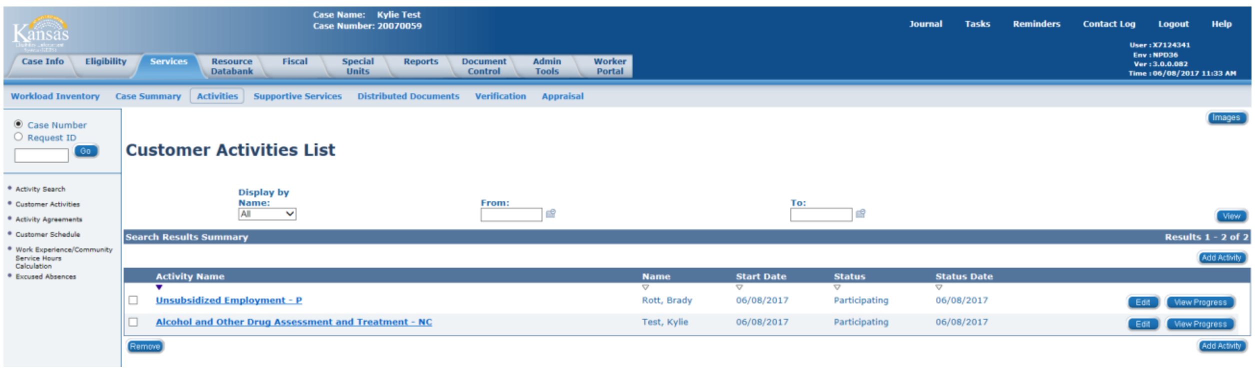
All tests, screenings, and evaluations should be listed on the Test Scores List page.

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

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 application date for TANF if the client was participating in that activity prior to applying for TANF.

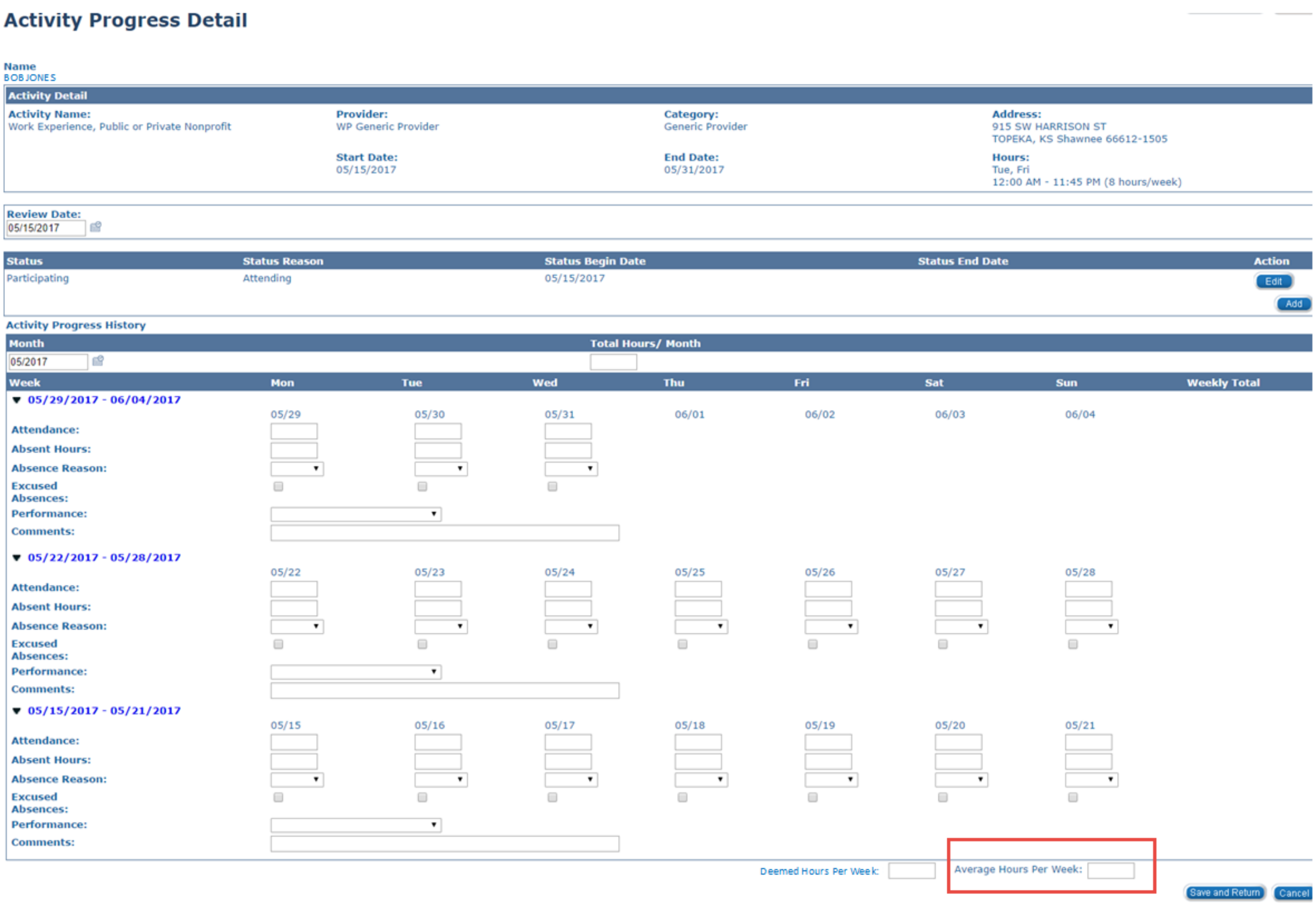


Activity Progress Detail page

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 career navigator 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 career navigator will select the Edit button 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.

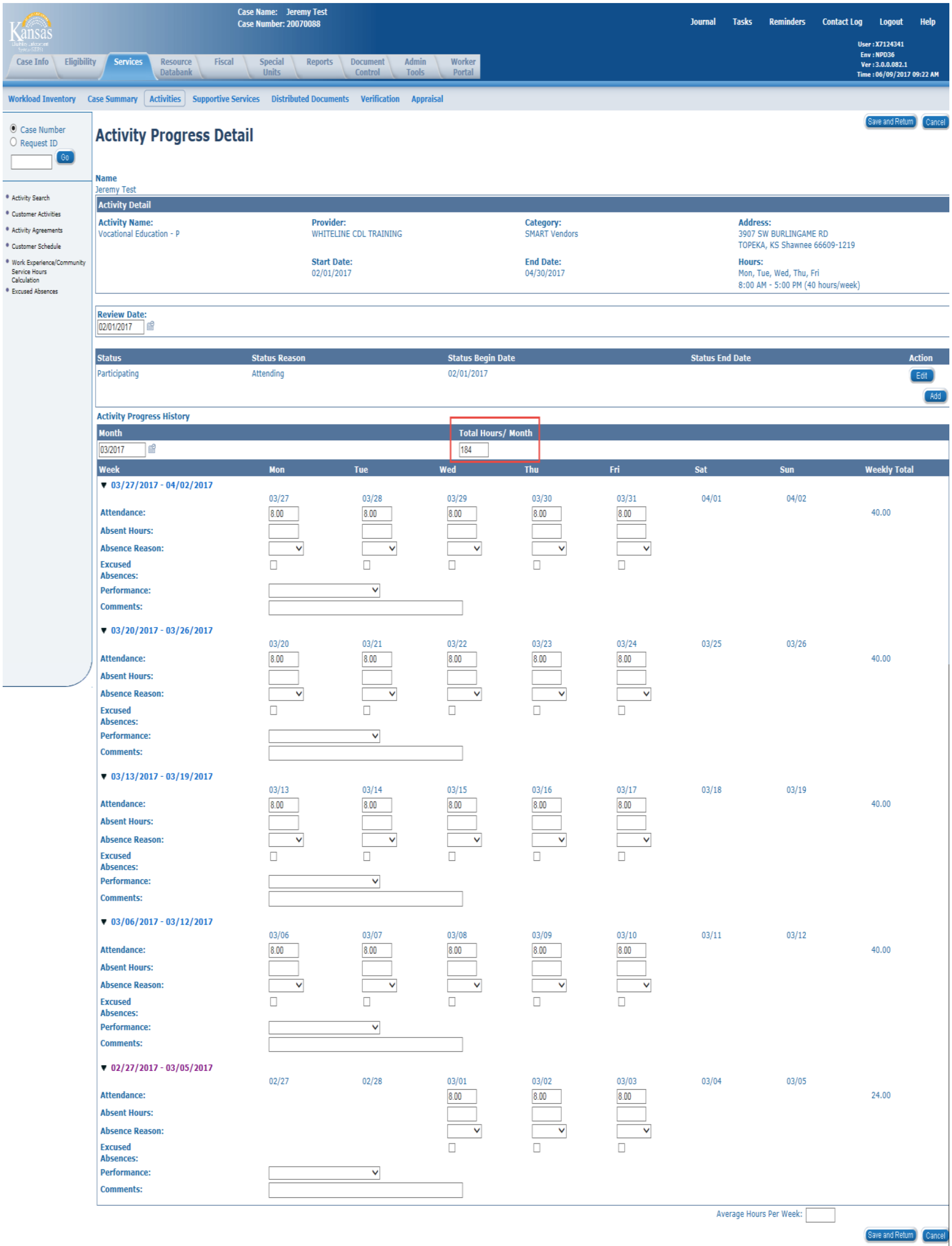
Hours should be entered in the 'Average Hours Per Week' box when an Employment Verification form is being used to verify the hours worked each week if the client was employed for the full month. It should also be used when the Income Amount Detail page is being used as verification of hours.



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 career navigator receives 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)



Case Name: Jeremy Test
Case Number: 20070088

Journal | Tasks | Reminders | Contact Log | Logout | Help

User : X7124341
Env : NPD36
Ver : 3.0.0.082.1
Time : 06/09/2017 09:22 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
Go

- Activity Search
- Customer Activities
- Activity Agreements
- Customer Schedule
- Work Experience/Community Service Hours Calculation
- Excused Absences

Save and Return | Cancel

Activity Progress Detail

Name
Jeremy Test

Activity Detail

Activity Name:	Provider:	Category:	Address:
Vocational Education - P	WHITELINE CDL TRAINING	SMART Vendors	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		Edit

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	03/27	03/28	03/29	03/30	03/31	04/01	04/02	
Attendance:	8.00	8.00	8.00	8.00	8.00			40.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 03/20/2017 - 03/26/2017	03/20	03/21	03/22	03/23	03/24	03/25	03/26	
Attendance:	8.00	8.00	8.00	8.00	8.00			40.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 03/13/2017 - 03/19/2017	03/13	03/14	03/15	03/16	03/17	03/18	03/19	
Attendance:	8.00	8.00	8.00	8.00	8.00			40.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 03/06/2017 - 03/12/2017	03/06	03/07	03/08	03/09	03/10	03/11	03/12	
Attendance:	8.00	8.00	8.00	8.00	8.00			40.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 02/27/2017 - 03/05/2017	02/27	02/28	03/01	03/02	03/03	03/04	03/05	
Attendance:			8.00	8.00	8.00			24.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								

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. This must be used if absent hours (Called, Holiday, NC/NS) are being reported for participation hours.

If the absent hours are excused (Called or Holiday), a check should be placed in the Excused Absences box under the appropriate date. Only the Excused Absences hours will be included for participation.

Excused Absences

Up to 80 hours of excused absences in unpaid activities can be used for federal work participation in a federal fiscal year, with a maximum of 16 hours in any one month per individual. This applies to each client not each activity.

Excused absences could include school appointments, medical appointments for self, children and other family members, court appointments, Employment Services appointments, job interviews, dealing with loss of childcare arrangement, housing related issues, or any absences accepted by the contracted provider.

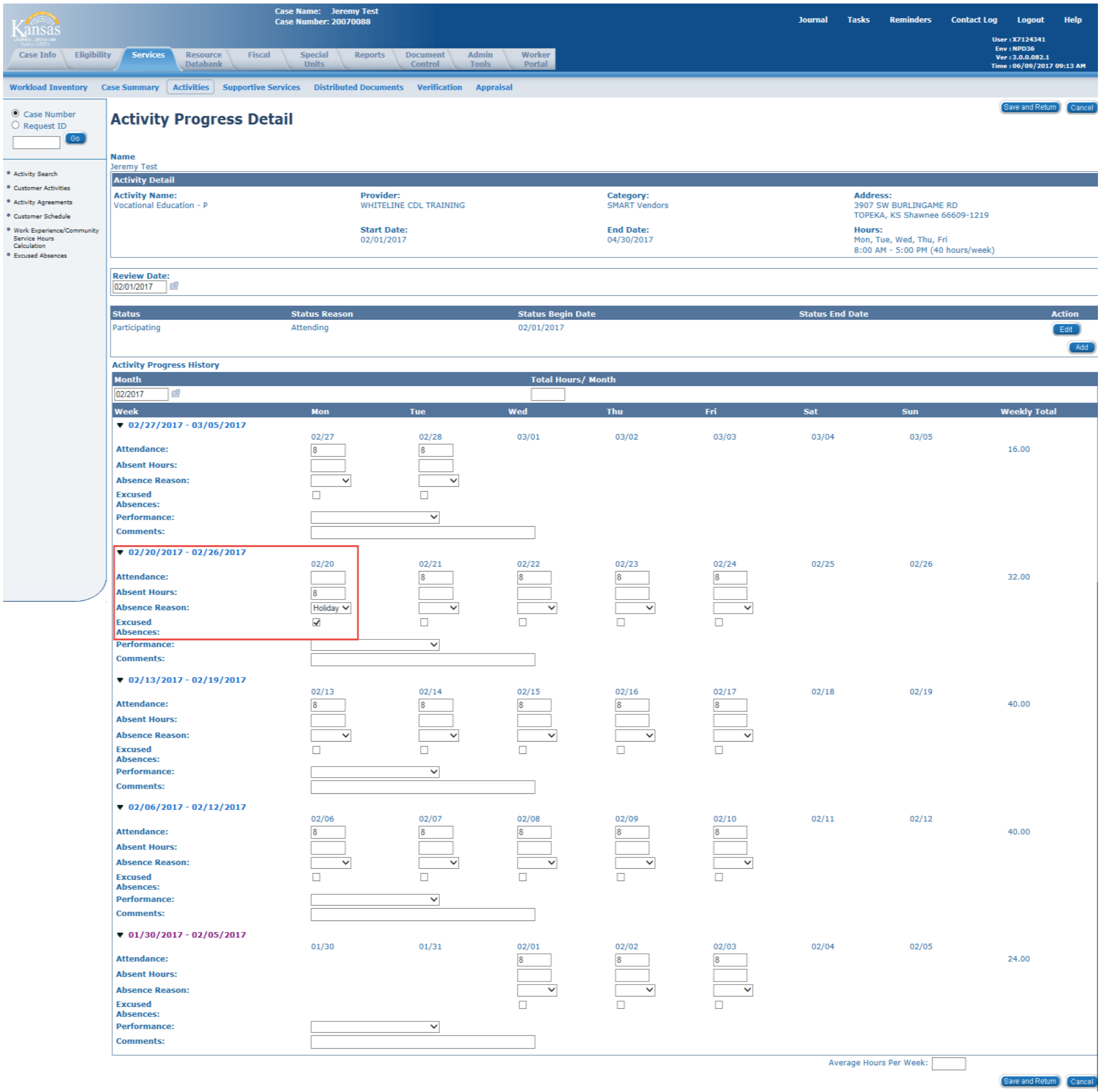
All excused absences need to be tracked in the case record.

Holidays

Participation may be counted for the following approved holidays:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	July 4th	Labor Day
Veteran's Day	Thanksgiving Day and the day after Thanksgiving	
Christmas Day		

Example: Jeremy and his wife have two children. His children are in school. His wife participates in classes 15 hours a week while Jeremy takes CDL training 40 hours a week. In the month of February, Jeremy's school was closed for President's Day. Jeremy's hours should be entered on Activity Progress Detail page like this:



NOTE: Even though the Holiday hours do not show up in the Weekly Total, the report will pull the hours in when it calculates the hours for participation.

ACCEPTABLE VERIFICATION

Documentation Needed by Activity	Unsubsidized Employment	Subsidized Public Employment	Subsidized Private Employment	Work Experience	Supervised Community Service	On-the Job Training
Employer Statements or Service Providers report (PYXIS or FFT for example)	X	X	X			X
Pay Stubs	X	X	X			X
Time Cards	X	X	X			X
Client Statement: Self-Employment (first 3 mos.)	X					
Tax or business records for self-Emp.	X					
Sign-in/Sign-out	X	X	X	X	X	X
Rosters with recorded hours	X	X	X	X	X	X
The Work Number	X	X	X			X
Alcohol or Drug manager			X	X	X	
Work site or Community site report				X	X	
Academic institution report						
Report from Distance Learning						
Treatment supervisor monthly report				X	X	
Direct service hours of contracted employment service providers				X		X
Probation Reports					X	
Volunteer report					X	
Comm. Service Hours Calculation Detail page				X	X	
Class Schedule						
Academic's statement of study time						
Employer Contact sheet (ES-4306) with 10% verified						

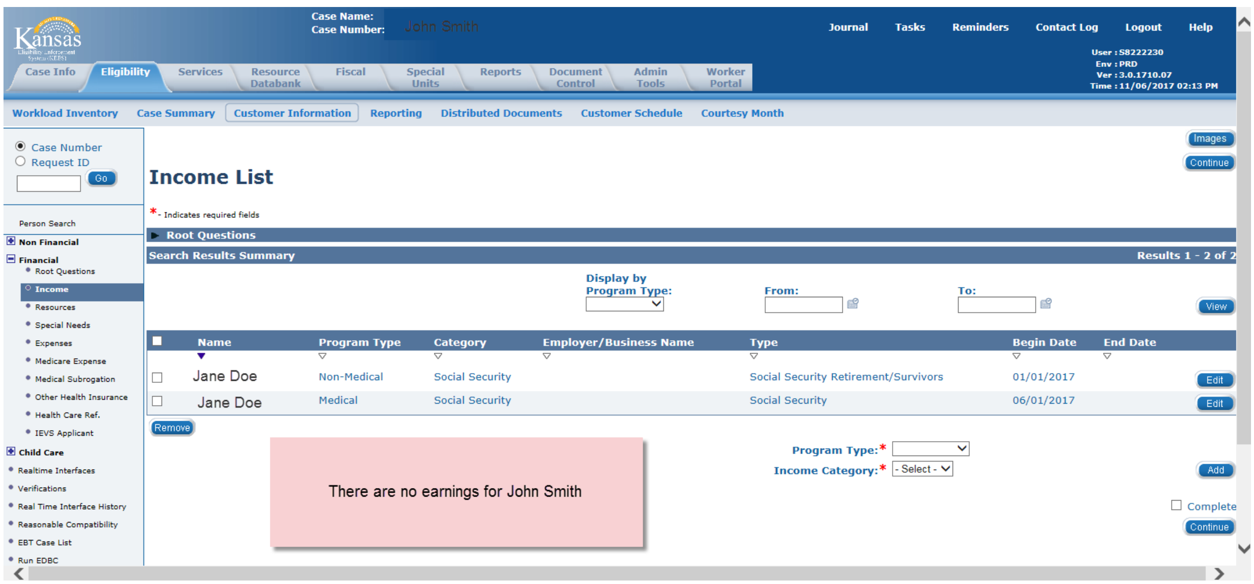
Documentation Needed by Activity	Vocational Education	Job Search/ Job Readiness	Job Skills Training	Education Directly Related to Employment	Satisfactory Attendance at Secondary School or in a GED Program
Employer Statements or Service Providers report (PYXIS or FFT for example)					
Pay Stubs					
Time Cards					
Client Statement: Self-Employment (first 3 mos.)					
Tax or business records for self-Emp.					
Sign-in/Sign-out		X	X	X	X
Rosters with recorded hours		X	X	X	X
The Work Number					
Alcohol or Drug manager		X			
Work site or Community site report					
Academic institution report	X		X	X	X
Report from Distance Learning	X			X	X
Treatment supervisor monthly report		X			
Direct service hours of contracted employment service providers		X	X		
Probation Reports					
Volunteer report					
Comm. Service Hours Calculation Detail page					
Class Schedule	X		X	X	X
Academic's statement of study time	X		X	X	X
Report card or progress report	X		X	X	X
Verification of short term incapacity		X			
Employer Contact sheet (ES-4306) with 10% verified		X			

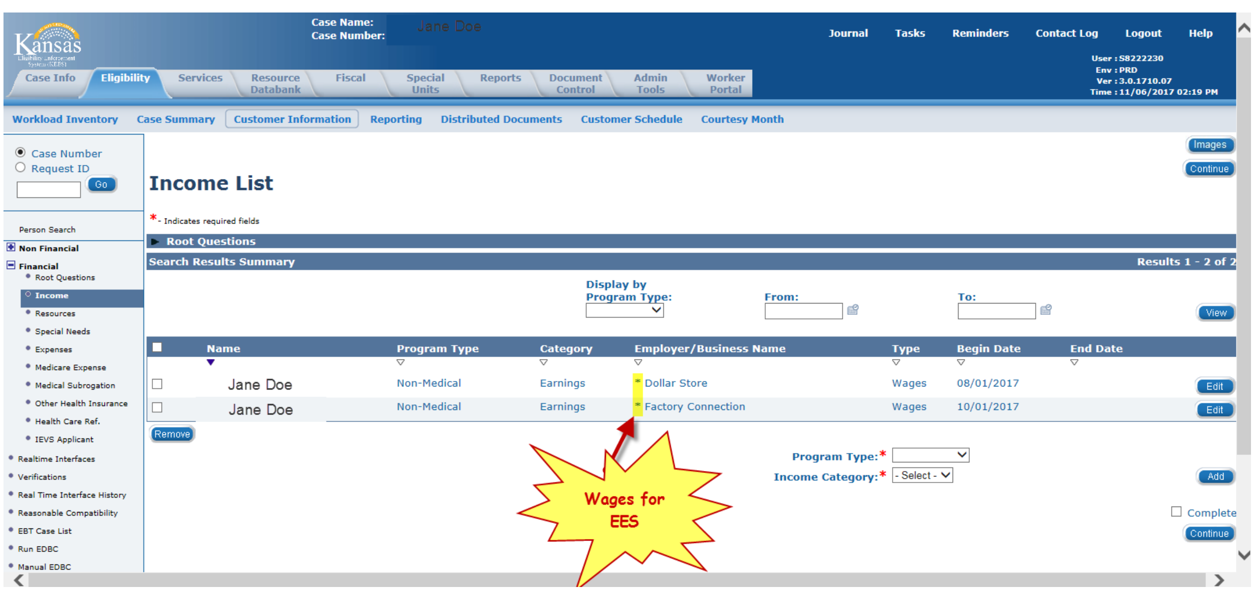
What to include on the Checklist

How the Actual, Projection and Average hours are calculated

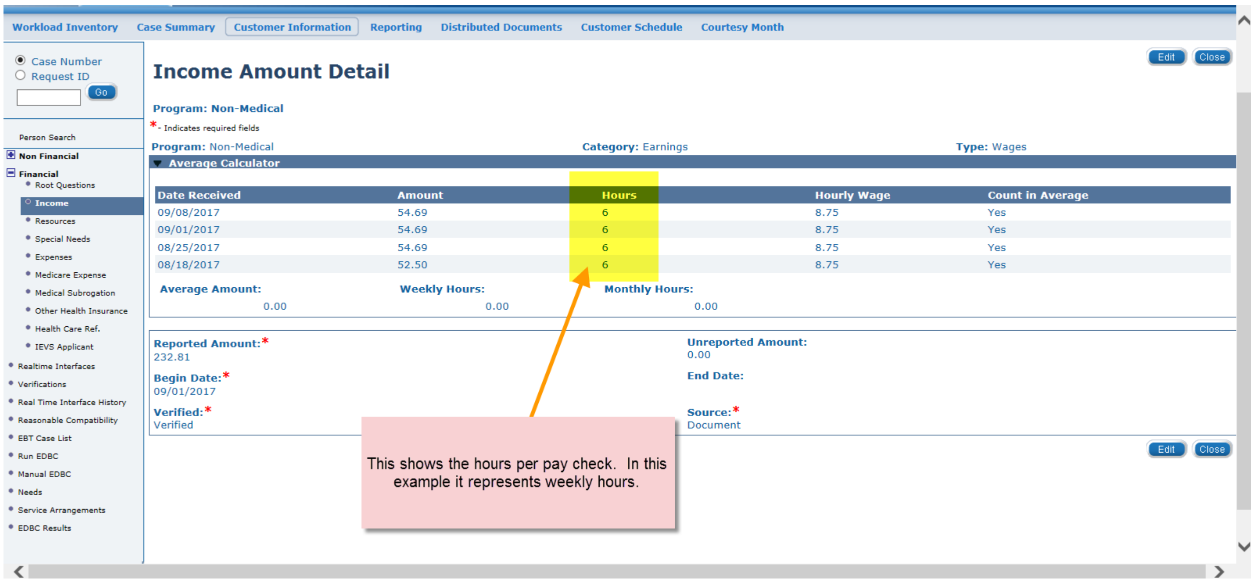
Verification that supports the hours reported on the Activity Progress Detail page must be attached to the ES-4304. These are the hours listed on the ES-4304.

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.

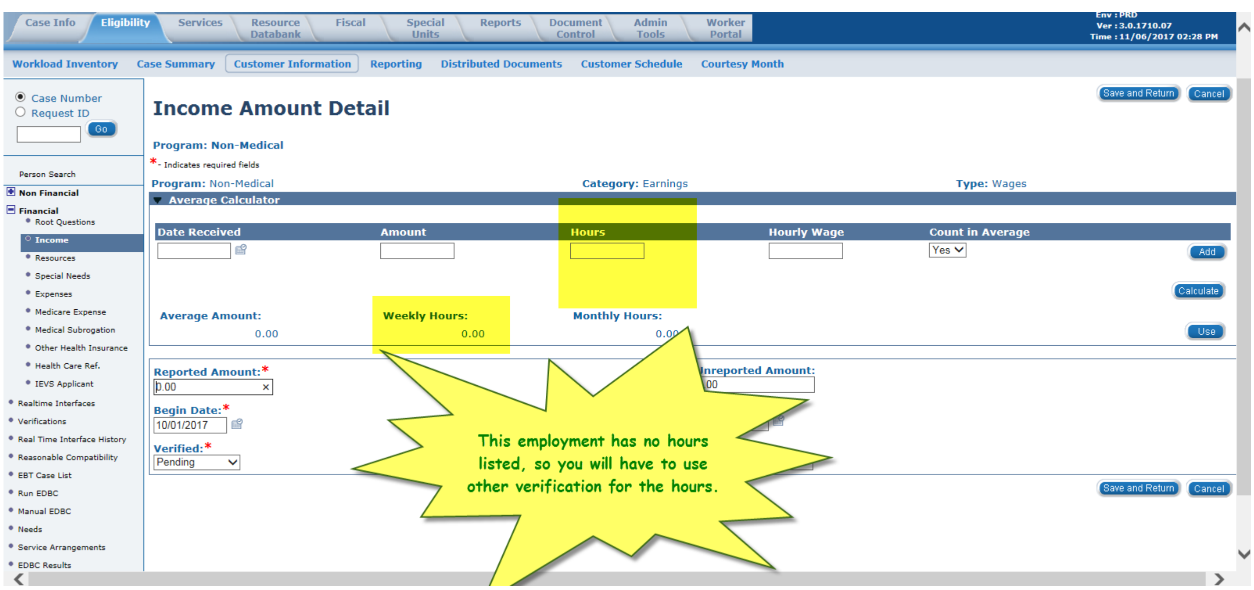




If the case has projected hours of employment on the Income Amount Detail page with a Begin Date of the sample month or before and no end date or the end date is the last day of the sample month or later and those hours are enough to meet participation, you should use that information for the sample 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.



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.



NOTE: If the client does not meet participation with what is projected, the Sample Specialist 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 BASI/BARI and 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 journal entries, medical statements, Employer Contact Records, referral forms, and work sheets should not be included in the documentation. The career navigator 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.

Any holidays that may have been used and verification that the work program site or activity was not open on that holiday

The activity site should report on the attendance record if it was open and holding activities on any given holiday. They should also report if the client was scheduled to attend activities on non- religious holidays such as Veteran's Day or Martin Luther King Day and whether the client was present. If you get verbal verification, always note the contact name and number of the person you talked to on the check list. Allowable Holidays are listed in KEESM 3300.1.

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.

Excused absence statement from a doctor or other source providing the number of excused hours allowed in this sample month.

The other source may be the career navigator if the client reports the reason for the absence timely and the career navigator notes the cases logs that the absence is excused. If the absence is unexcused, no hours can be counted for the time missed. Remember, a client may use a maximum of 16 hours in one month and may not exceed 80 hours in 12 months. The career navigator is responsible for tracking the excused hours used by each client.

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 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 assignment with a public or private sector employer 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 and are included in the work experience program criteria.

5. Supervised Community Service

Activities that meet the federal definition include the following:

- AmeriCorps
- VISTA
- community service activity required as a condition of probation or parole
- volunteer hours in Head Start or Early Head Start Classrooms
- participation on community policy councils or policy developmental groups
- Recovery Support Volunteer in a treatment or substance abuse recovery setting in which the volunteer organizes/leads or participates in a volunteer activity related to improving the health and wellbeing of others
- Individuals performing work that increases the individual's employability and provides a direct benefit to the community under the structure and supervision of public or nonprofit organizations. Community Service Worksite agreements are established with the public or nonprofit organizations.

6. 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.

7. 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.

8. 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:

Hours of participation for this class could be listed under multiple activities which can be confusing at times. There are 3 possible activities that English as a Second Language could be listed under. The activities are Vocational Education, Education Directly Related to Employment, & Job Skills Training.

If the ESL class is required by an employer, the hours would be listed under the Job Skills Training activity.

If the ESL class is through a refugee funded social service agency hours would be listed under the Vocational Education activity during the first 9 months of being served by the refugee agency. Currently, IRC is the only agency in the state with a federal grant to provide services to refugees in Kansas. Providing ESL instruction for up to 9 months is included in those services. If the client continues to use ESL services after 9 months, the ESL class would be funded through a different source and no longer qualify as Vocational Education. The ESL class would then be classified under the Education Directly Related to Employment activity.

All other ESL classes would have the hours of participation listed under the 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

Career navigators should use the greater number of hours for participation from either the projected calculations or actual hours. The career navigator 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 career navigator should look for more recent verification. The career navigator 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 career navigator 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 career navigator 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 career navigator 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 career navigator should check BASI, and the Work Number for more recent 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 career navigator 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 career navigator 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 career navigator 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 career navigator will add the Unsubsidized Employment activity with a Start Date of 10/13/2017 to match the application date. The career navigator 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 <u>after</u> 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 career navigator will add the Unsubsidized Employment activity with a Start Date of 10/16/2017 to match the application date. The career navigator 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 career navigator 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 career navigator 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 career navigator 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 career navigator 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 career navigator 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 career navigator 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, and 35 hrs for the week ending 11/03. The career navigator can calculate the average by adding the checks and dividing by the number of checks (30 + 40 + 35 = 105 / 3 = 35). The career navigator 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 career navigator 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.

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 career navigator 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 career navigator believes the employment is actually self-employment, the career navigator may request the TANF Sample Reader review the case. <u>If the TANF Sample Reader determines the employment meets the criteria for self-employment</u>, the career navigator 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 career navigator 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 hours / 31 days in October X 9 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 In-Kind Income

In kind work is often paid in goods or services as opposed to money. The purpose of Employment Services is to help a client become self-sufficient by obtaining the skills necessary to become employed, thus earning an income that will close their TANF. Depending on what the client is doing for the In-Kind income would determine how we calculate hours of participation. Irregardless, we should be working with the client to build their skills so they can find paid employment.

Scenario 1: The client is receiving TANF for herself and children. Her employer wrote out a statement that client lives in his household as a live-in nanny to his children, and also does the cooking. He stated that no money changes hands, as she provides this service for room and board. He values this at $1000.00 per month. It was budgeted as in-kind income for $1000.00/month.

Question: If she is providing full time childcare and the income is not countable, can we still count the hours towards participation in a WP activity. If so, what activity should we use? If not, is the client required to do 30 hours per week job search?

Answer: 'In-kind' income is to be counted as an Unsubsidized Employment activity. However, since this income is not based on an hourly rate but instead is a monthly rate for all services rendered in the month, we would treat this 'In-kind' income as self-employment income to determine the hours of participation for employment services. Therefore, 1000 / $7.25 = 137.93 hrs for the month which rounds to 138 hrs. This case will meet participation at 31 hrs/wk. The CN should enter 138 in the Total Hours/Month box on the Activity Progress Detail page if this case is pulled for a sample. No other activity is required as the case meets participation.

Scenario 2: Client is working for a relative, business, or individual and is getting her bills reduced or paid for in lieu of direct payment. Client's hours vary but the payment of bills remains constant at $250/month.

Question: How do we calculate hours of participation? Is the client required to participate in an additional activity?

Answer: We would treat this 'In-kind' income as self-employment to determine the hours of participation for employment services. $250 / $7.25 = 34 hrs per month for WP participation. The CN should enter 34 in the Total Hours/Month box on the Activity Progress Detail page if this case is pulled for a sample. Since the client is not meeting participation, she should be required to participate in another activity.

Calculating Hours for Work Experience & Supervised Community Services

The current benefit amounts are used to determine the number of assigned hours. When a client is participating in the Supervised Community Service activity or the Work Experience activity, the Comm. Service Hours Calculation Detail page must be completed. The career navigator will enter the Total Hours of Participation Required per week and any Child Support retained by the state for the client (found on the Income List page), 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 ImageNow. It will be used to document hours of participation for the Work Experience and the Supervised Community Service activities.

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:

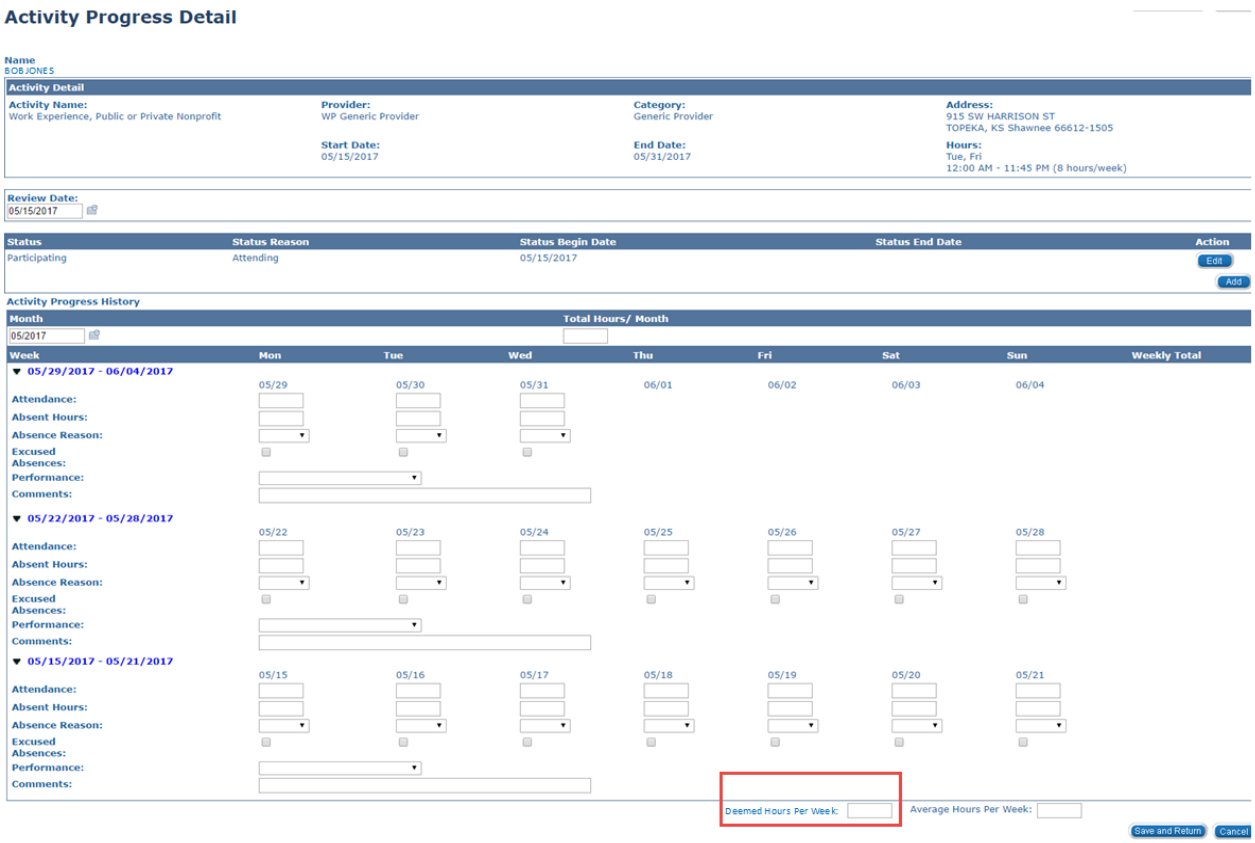
1. the career navigator has already determined the Supervised Community Service hours or the Work Experience hours for the client are less than 20 hours a week (per Comm. Service Hours Calculation Detail page)

   AND

2. the client has met that participation requirement.

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

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 career navigator allowed 7 deemed core hours a week. The client met the 13 hour requirement so the career navigator entered the daily hours as reported under each day and entered 7 deemed hours each week on the Activity Progress Detail page.



Activity Progress Detail

Name
BOB JONES

Activity Detail

Activity Name:	Provider:	Category:	Address:
Work Experience, Public or Private Nonprofit	WP Generic Provider	Generic Provider	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	
05/22/2017 - 05/28/2017	05/22	05/23	05/24	05/25	05/26	05/27	05/28	
05/15/2017 - 05/21/2017	05/15	05/16	05/17	05/18	05/19	05/20	05/21	

(Each week: Attendance: / Absent Hours: / Absence Reason: / Excused Absences: / Performance: / Comments:)

Deemed Hours Per Week: Average Hours Per Week:

Save and Return Cancel

Calculating Hours for Vocational Education

The training institution will be asked to define hours of study needed to assure progress towards successful completion of course. Hours will be a total of scheduled class hours, documented supervised study time, and one hour of unsupervised study time for each hour of class or credit hours earned whichever is least. Total hours of study time counted cannot exceed the institution's standard.

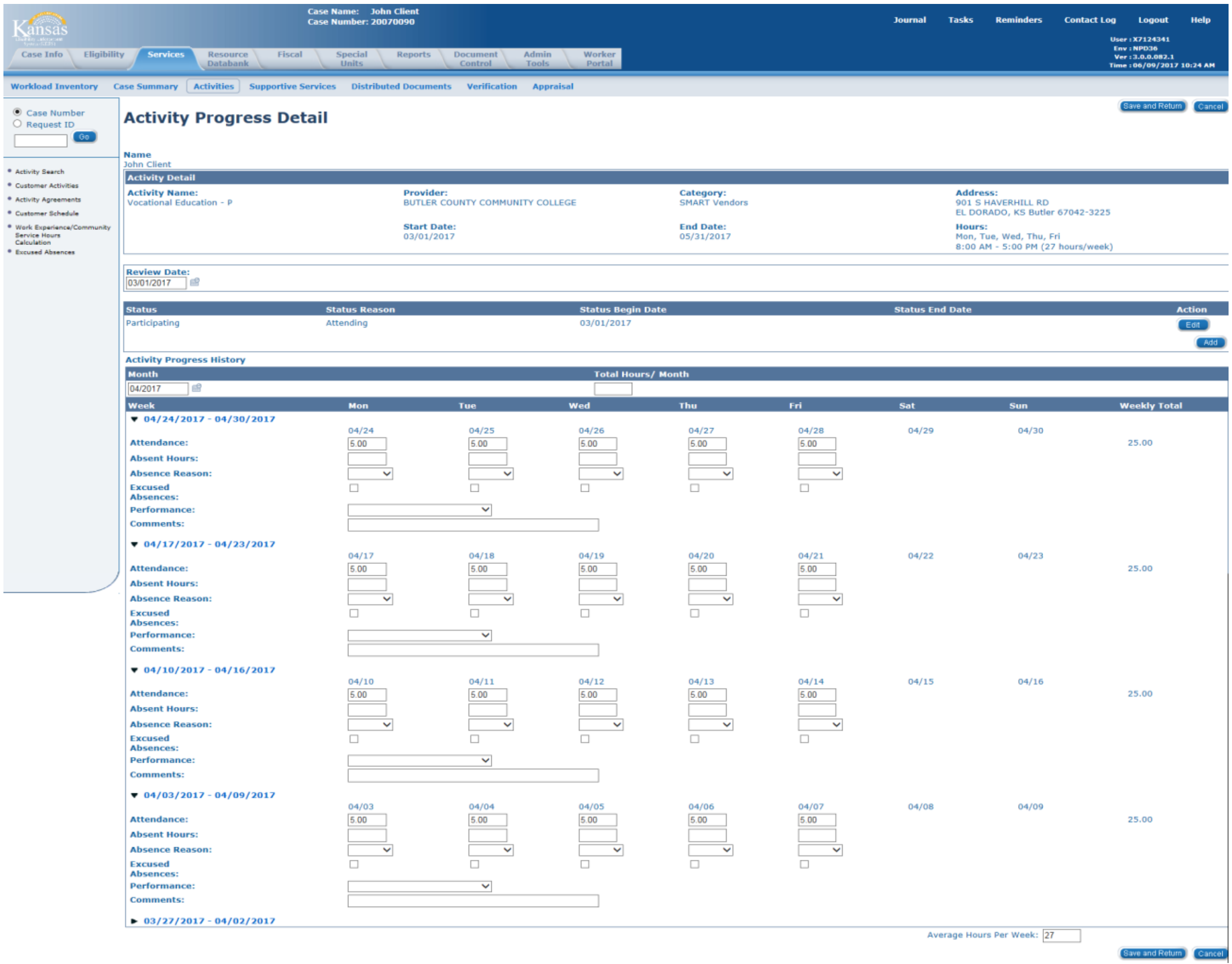
Example: John has provided a copy of his class schedule from the local community college. His case was selected for the WP Sample for April. Since we only need to report activities for the sample month, the career navigator would enter the hours for class time, supervised study time, and unsupervised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

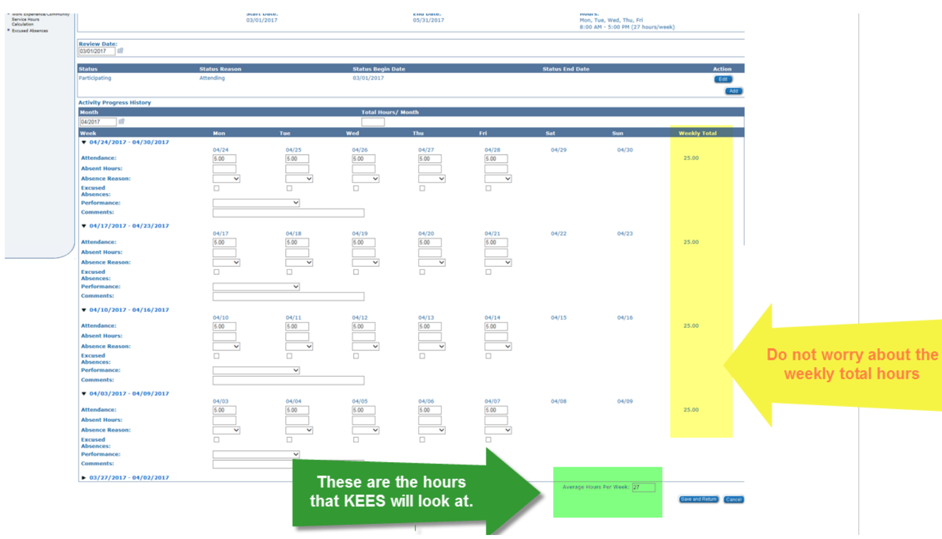
Student Schedule for: John Client

Spring 2017 Semester Course Schedule

Course	Title	Days	Start Time	End Time	Start Date	End Date	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 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.





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 career navigator 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.

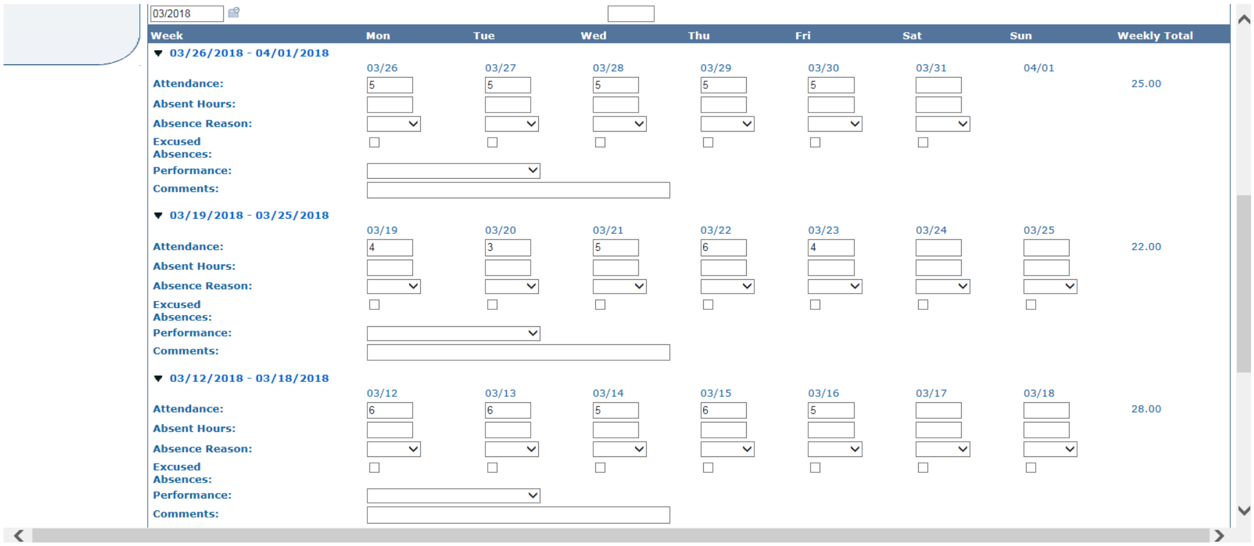
Job Search

Hours will be listed on the ES 4306 located in KEES. The ES 4306 should be Imaged into the electronic file but should not be attached to the Checklist (ES 4304) as verification. If the hours on the ES 4306 were verified by a contracted provider, the verification listed on the checklist would be 'e-mail', 'data base', 'collateral call', or whatever source the career navigator is using. If the hours on the ES 4306 were verified by the career navigator, the verification listed on the checklist would be 'collateral contact' and the contact information should state 'ES 4306 in file'.

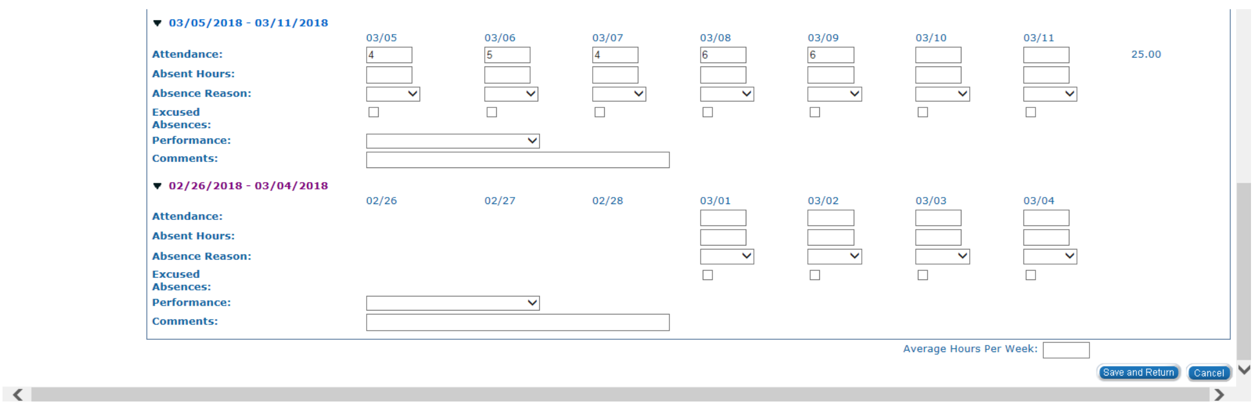
Time is to be recorded by the client on the ES-4306 and turned into the job search activity provider or career navigator weekly. Reasonable client reports will be accepted along with the verification of at least 10% of the contacts reported. Online and fax applications must be documented with application and transmission confirmations.

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 career navigator should only post two weeks of Job Search/Job Readiness and the client would not meet participation with Job Search/Job Readiness alone.

Example: Susie applied for TANF for herself and two children in January. Both of her children are under 6 yrs. old and 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 career navigator would enter hours for the 4 consecutive weeks in March on the Activity Progress Detail page.



Note: There are more than 4 weeks in the month of March, therefore you can only report on the 4 consectuvie 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.



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’, or whatever source the career navigator is using.

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), English as a Second Language (ESL), and/or other courses designed to provide knowledge and skills for specific occupations or work settings.

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 by attending classes at least one hour per week.

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 employment 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 the excused absences if participation is not met.
- 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.
- 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 <u>ONLY</u> 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 career navigator should investigate to determine if the client was employed in the sample month and document the response in a Journal entry.

Things to Remember When Checking the Work Number:

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

2. A recent copy (after the sample month) of the Work Number should be copied into ImageNow.

3. Steps to follow after signing on to the Work Number:

    a. Enter the client's SSN.
    b. Select EES Employment Services as the Benefit Program.
    c. Select 3 Full Months as the Pay Range.
    d. Select SS Verification as the Verification Type.
    e. Click on the Start Order button.
    f. Print all pages of the Print Order Details into ImageNow. For example, a case is pulled for a December sample. If the Work Number shows an Employer as "Active" and the Last Pay Period is in October, November, December, or later the Employer should be selected for an Income Report and copied into ImageNow. If the Last Pay Period is prior to October, the Employer should not be selected.

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 attend their classes an average of at least one (1) hour a week.

Q&A

Q: Does staff have to document allowed holidays?

A: The state is required to document all hours we claim for participation. If a client is working independently, then days the DCF office is closed for holidays would be used and noted in the journal log. If the client is working with a provider, observed holidays should be noted on the attendance records they send to the career navigator. There is a possibility that a Work Experience site might be open for business on a holiday like Veterans Day or Martin Luther King Day and have the client scheduled to participate on that day. If the client does not show, we cannot claim the holiday. We are then looking at determining if we have an excused absence or non-cooperation. Career navigators may verify holiday hours with a phone call so long as they provide the name and number of the contact they used to verify.

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 excused absence hours? 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. 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. The 0 hours activities may be found in KEESM 3330. If clients are in a 0 hour activity but participating in steps to improve their life skills or employability **(financial planning classes, therapy sessions, etc.…),** the Sample Specialist should request the Sample Reader ask the CN to open a countable activity that encompasses the step and count the documented hours towards participation. A client may have several activities open at the same time.

Q: My 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. KEESM 3320.3 deals with the number of hours teen parents without a high school diploma or GED must participate to meet requirements. Hours of attendance should be entered and the system will count them as meeting participation if they attend classes an average of at least one hour a week.

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: 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 when you are reviewing the activity. 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 and Supervised Community Service should be reviewed every 3 months.

Q: Why do I need to select Transitional instead of Sanction as the Status 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 and cure the penalty.

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 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).