A Guide to

TANF Report Sample Case Review

Economic and Employment Services

ES-4305 4-16

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 on the KAECSES or KSCARES systems for the current sampled month as well as future months if appropriate.
3. Post hours of participation on the Actual Hours Screen on KSCARES 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 case managers.
- Determine training needs for the regions.
- Help clarify policy and procedures.

Basic Procedure of TANF Report Sample Case Review

Within the first several days of 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.

A spreadsheet report is created and sent to the regions within the first seven working days of the month. Regions will develop a process for reviewing the sample cases that best meets their needs and yields the highest possible accuracy level.

This guide may 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 case manager and a second party reviewer, typically the supervisor or a performance improvement staff member.

They will review the open work components, actual activities, and hours. Additionally, the reviewers will collect all documentation and enter the correct actual hours for the work components on the Actual Hours Screen. They shall also review SEPA and JOPR coding.

If the case has received TANF benefits for 24 months and if the participant is not fully engaged (FE), an Interdepartmental Staff Meeting (ISM) should be set up to determine what the client's barriers are and what course of action should be taken. Only one ISM is required for each client during their life time limit of 36 months. However, an ISM may be scheduled at the case worker's discretion as deemed necessary.

Clients who fail participation are to be contacted to determine if they are acting independently of DCF in countable activities such as vocational training, job searching, employment, etc., or to discuss good cause for not participating.

A second party review of the case manager's work shall be completed by the end of the month the sample was pulled. A CARES review is recommended. If possible, cases with problems are reviewed with staff and corrections made prior to the deadline.

The checklist, ES-4304, must be attached to the documents that verify actual work program hours. Reviewers mail the original checklist and photocopied documentation to DCF Department of Administration where all documentation will be held 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 sent in and provide feedback.

The review deadline helps meet DCF quarterly deadlines. For more information see the KSCARES online code cards, code titled TANF Deadlines. Completed entire reviews, are due in the Department of Administration by the 5th day of the month following the sample pull. For example, a July sample pull would be posted in August and samples would be due to DCF Department of Administration
September 5th. At this time, missing cases will be noted and called for. All KAECSES changes must be made by the preliminary report run.

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

Sampled cases will be completed and changes made by the stated deadlines. For exceptions, follow regional protocol for contacting the Assistant TANF Program Manager so that proper steps can be taken to assure that accurate participation is counted.

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 can be found on the KSCARES online code cards, Code titled TANF Deadlines.

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 Case Managers and Second party Reviewers

KAECSES

Review KAECSES data for all adults and minor parents on the TANF case. The system uses the KAECSES AE information to help identify 2P, 1P and 0P families as well as work eligible individuals for the TANF report, therefore, it is important KAECSES coding is accurate. The following information must be reviewed and corrected for the sample month before the Preliminary TANF report is run. Make corrections for the month sampled as well as future months.

SEPA

- Assure all Relationship codes are correct regarding the PI.

- Assure Participation codes are correct. The only applicable Participation codes are IN, DI, OU, and SS. If a person is an SSI recipient and a member of the MFU (Mandatory Filing Unit), be sure the TANF participation code is SS, not OU. It is important that TANF adult parents are coded SS so the system can identify them as SSI recipients.

JOPR

- Assure Exempt Reason codes and Work Program Referral codes correct.

- CU - EX or CU - EV: Use only if there is a single TANF adult caring for a child under the age of 3 months. If a client has 24 months or more of TANF, or is part of a 2-parent household, CU cannot be used.
- IN - MD: Use only if there is a TANF incapacitated adult. For two-parent households, current medical documentation, vocational rehabilitation statement or worker documentation of timely attempt to get medical documentation must be included with verifications sent to DCF Department of Administration. For a one-parent family, short-term circumstances do not need documentation. Extended time in the PHC or MHC component on KSCARES should be coded IN-MD on JOPR with substantiating documentation kept in the local file. For any client coded DES, MHC or PHC on SESP, documentation must be present in the case file and available to DCF Department of Administration upon request if their case is pulled for the sample.
- NC - EX: Use only if a TANF adult is needed in the home to care for an incapacitated family member in the home. Current medical documentation, vocational rehabilitation statement or worker documentation of timely attempt to get medical documentation must be included with verifications sent to DCF Department of Administration.
- NA-MD: This means no exemption reasons apply. This includes a TANF teen parent who is less than 20 years old and does not have a high school degree or GED.

Note: *A JOPR code chart is included in this handbook. See Attachment I.*

KSCARES

Review KSCARES data for all adults and minor parents on the TANF case. Actual work participation hours, excused absence hours, holiday hours, and deemed work experience/ community service hours should be entered on Actual Hours Screen. Make sure the Work Readiness Screen date is on SESP and the client's work program components on SESP are in order. Any updates to the initial sample review needs to be completed by

the date the Preliminary TANF report is run. Please make changes for the sample and future months, when applicable. **If the deadline cannot be met, follow regional protocol for contacting the TANF Work Program Manager.**

Work weeks are defined by the first day of the month. The first is the first day of the work week and count weeks from that date.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 (Start of Week 1)	2	3	4
5	6	7	8 (Start of Week 2)	9	10	11
12	13	14	15 (Start of Week 3)	16	17	18
19	20	21	22 (Start of Week 4)	23	24	25
26	27	28	29 (Start of Week 5)	30	31	

Example: When the sample month began the client was engaged in VOC for 5 hours a day. Looking at the example above, you would count 5 hours a day on Wednesday the 1st, Thursday the 2nd , Friday the 3rd, Monday the 6th and Tuesday the 7th. This makes up the first seven days or first week of the month.

On the 16th and the 17th, the client did not call or show up for class. The client returned on the 20th so you would count 5 hours for Wednesday the 15th, Monday the 20th and Tuesday the 21st. You could not count the unexcused absences on Thursday the 16th and Friday the 17th. It is helpful to keep a current calendar on hand to accurately determine weekly hours of participation.

In some cases you may want to post a weekly average rather than monthly or weekly totals. You will also be able to post excused absences, holiday hours and deemed hours for WXN and SRV.

New Actual Hours Screen

The new Actual Hours Screen is easily accessible and hosts a comprehensive selection of fields to post hours to, as well as a F12 update function.

ACHR **ACTUAL HOURS**

COMPONENT: WXN SCHEDULED HOURS: 25 START: 02 22 08 REVIEW: 05 31 08

DAYS	1-7	8-14	15-21	22-28	29+			DEEM	WEEKLY		SAMPLE
MONTH	WK1	WK2	WK3	WK4	WK5	ABS	HOL	CORE	AVG	VER	CASE
02 08	0	0	0	0	0	0	0	0	0		
03 08	0	0	0	0	0	0	0	0	0		
04 08	0	0	0	0	0	0	0	0	0		

Enter----PF1-----PF2------PF3------PF4------PF5------PF6------PF7-----PF8------PF9------PF10------PF11------PF12----

HELP HELP CNCL RTRN

New fields:

- ABS (Excused Absence Hours)
- HOL (Holiday Hours)
- DEEM CORE (Deemed Core Hours for WXN and SRV ONLY)

Entries can be made in ABS and HOL fields for the following components only:

- WXN
- SRV
- VOC
- JSR
- ERE
- JST
- SAS

For Excused Absence there is a limit of 16 hours per month and 80 hours per federal fiscal year for each client, not per component. Edits exist that enforce these rules. In the ABS and HOL fields, enter the total hours for the month for JSR, VOC, JST, ERE, and SAS component. See the instructions for WXN and SER for posting HOL or ABS hours with the DEEM CORE hours.

Instructions on Posting Hours for Various Components

JSR Component

The limits of 4 consecutive weeks and 6 total weeks for the JSR component will now be applied looking at the current month and the prior 11 months for that client. When using JSR you must make entries in the week fields (WK); you cannot make an entry in the Month total or the Weekly Average fields (WEEKLY AVG).

Example: Susie applied for TANF for herself and two children in March. Both of her children are under 6 yrs old and she needs 20 hours of participation to meet the federal requirements. In March, she was assigned to JSR. Her case was selected for the WP Sample for April. Since we only need to report activities for the sample month, the case manager would post hours in the 4 consecutive weeks in April that Susie participated. The system would then average out the weekly hours. The case manager would press F12 to update.

ACHR **ACTUAL HOURS**

COMPONENT: JSR SCHEDULED HOURS: 20 START: 04 01 08 REVIEW: 04 30 08

DAYS	1-7	8-14	15-21	22-28	29+			DEEM	WEEKLY		SAMPLE
MONTH	WK1	WK2	WK3	WK4	WK5	ABS	HOL	CORE	AVG	VER	CASE
02 08	0	0	0	0	0	0	0	0	0		
03 08	0	0	0	0	0	0	0	0	0		
04 08	20	35	32	25	0	0	0	0	26	HC	Y

Enter----PF1-----PF2------PF3------PF4------PF5------PF6------PF7-----PF8------PF9------PF10------PF11------PF12----

HELP HELP CNCL RTRN UPDT

If Susie had been pulled for the sample in the previous eleven months and she had been reported in JSR for four consecutive weeks, the system would only allow the case manager to post two weeks of JSR and the client would not meet participation with JSR alone.

Deemed Core (DEEM CORE) Hours

Entries can only be made in the DEEM CORE field for SRV or WXN components. No more than 19 hours can be entered in that field as that figure is a weekly average for the month, not a monthly total. The DEEM CORE field is only to be used if:

1. the worker has already determined, by using the FLSA Calculation Table Work Sheet (W-12), that the hours the client may participate in SRV or WXN are less than 20 hours a week; or

2. the client has met that participation requirement.

If an entry is made in the DEEM CORE field, an entry must be made in the WEEKLY AVG field. You cannot make entries in either the WK fields or the MONTH TOTAL field. ABS and/or HOL hours posted for WXN or SRV need to be weekly averages and not monthly totals. The number of hours posted in the DEEM CORE field, the number in the WEEKLY AVG field, and any entries made in the Excused ABS and/ or HOL fields must always equal exactly 20. A system edit exists to enforce this.

Example: According to the completed the FLSA Work Sheet, the client is required to participate for 7 hours per week to meet participation. By subtracting 7 from 20 the worker came up with 13 deemed core hours a week which they noted in the DEEM CORE field. The work site closed for two holidays so the worker counted 16 total holiday hours for the month which averaged out to 3 hours weekly. The worker entered 4 hours in the WEEKLY AVG field, and 3 hours in the HOL field rather than entering the total number of Holiday hours for the month. The total of the HOL field, the DEEM CORE field, and the WEEKLY AVG field equals exactly 20 hours.

ACHR **ACTUAL HOURS**

COMPONENT: SRV SCHEDULED HOURS: 20 START: 10 01 09 REVIEW: 12 15 09

DAYS	1-7	8-14	15-21	22-28	29+			DEEM	WEEKLY		SAMPLE
MONTH	WK1	WK2	WK3	WK4	WK5	ABS	HOL	CORE	AVG	VER	CASE
10 09	0	0	0	0	0	0	0	0	0		
11 09	0	0	0	0	0	0	3	13	4	HC	Y
12 09	0	0	0	0	0	0	0	0	0		

Example: According to the completed the FLSA Worksheet, the client is required to participate 5 hours per week to meet participation. The client met that requirement so the worker entered 5 hours in the WEEKLY AVG field and 15 hours in the DEEM CORE field. The DEEM CORE field and the WEEKLY AVG field equal 20 hours. Entries cannot be made in the WK fields or the MONTH TOTAL field if an entry is made in either DEEM CORE or WEEKLY AVG.

ACHR **ACTUAL HOURS**

COMPONENT: WXN SCHEDULED HOURS: 25 START: 02 22 08 REVIEW: 04 30 08

DAYS	**1-7**	**8-14**	**15-21**	**22-28**	**29+**			**DEEM**	**WEEKLY**		**SAMPLE**
MONTH	WK1	WK2	WK3	WK4	WK5	ABS	HOL	CORE	AVG	VER	CASE
02 08	0	0	0	0	0	0	0	0	0		
03 08	0	0	0	0	0	0	0	0	0		
04 08	0	0	0	0	0	0	0	15	5	HC	Y

Weekly Average Hours

Entries can now be made in the WEEKLY AVG field. If you make an entry in WEEKLY AVG you cannot make entries in the WK or MONTH TOTAL fields. Entries should only be made in WEEKLY AVG if the client will fall just short of meeting participation because either the client's TANF case opened in mid-month, or the number of weekdays in the month is less than normal or an entry is being made in the DEEM CORE field. February 2009 was one such month; it only had 20 weekdays. Before you make an entry in WEEKLY AVG you will need to compute that figure off-system and then save those calculations in the documentation for that client.

Note: *If an entry is made in the WEEKLY AVG field, then entries in the ABS and HOL hour fields also need to be the weekly averages for the month rather than the totals for the month.*

Example: The client's TANF case opened in mid-July, and their component started on July 15. They had 28 hours of weekly average participation for the month, so the case manager entered 28 in the WEEKLY AVG. field. They also average 2 hours per week of excused absence hours for the month, so 2 was entered in the ABS field (rather than entering the total number of ABS hours for the month). Entries cannot be made in the WK fields or the MONTH TOTAL field if an entry is made in WEEKLY AVG.

ACHR **ACTUAL HOURS**

COMPONENT: VOC SCHEDULED HOURS: 30 START: 07 15 09 REVIEW: 10 31 09

DAYS	**1-7**	**8-14**	**15-21**	**22-28**	**29+**			**DEEM**	**WEEKLY**		**SAMPLE**
MONTH	WK1	WK2	WK3	WK4	WK5	ABS	HOL	CORE	AVG	VER	CASE
07 09	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**28**	**HC**	**Y**
08 09	0	0	0	0	0	0	0	0	0	0		
09 09	0	0	0	0	0	0	0	0	0	0		
10 09	0	0	0	0	0	0	0	0	0	0		

Example: Jeremy and his wife have two children. His children are in school so his wife participates in classes 15 hours a week while Jeremy takes CDL training 40 hours a week. In the month of February, the school was closed for President's Day. If the case worker posts Jeremy's hours like the example above, Jeremy does not meet participation. The system adds the WK hours plus the HOL hours to give Jeremy 37 hours for his WEEKLY AVG.

ACHR **ACTUAL HOURS**

COMPONENT: VOC SCHEDULED HOURS: 40 START: 01 29 09 REVIEW: 04 30 09

DAYS	1-7	8-14	15-21	22-28	29+	MONTH			DEEM	WEEKLY		SAMPLE
MONTH	WK1	WK2	WK3	WK4	WK5	TOTAL	ABS	HOL	CORE	AVG	VER	CASE
02 09	40	40	32	40	0	0	0	8	0	37	HC	y
03 09	0	0	0	0	0	0	0	0	0	0		
04 09	0	0	0	0	0	0	0	0	0	0		

Example: The worker now posts Jeremy's hours as a weekly average like the example below. They add 40+40+32+40= 152 / 4 = 38 weekly average hours. There are only 4 weeks or 20 days in February that Jeremy can work so the worker would divide by 4 instead of 4.3. Another way to determine the hours is to take the 152 hours and divide it by the 19 days Jeremy worked.

152/ 19=7.6 x 5 (days a week) = 38

Then the worker divided the 8 HOL hours by 4 = 2 weekly average. The system will now recognize 2 hours a week of HOL hours and 38 hours a week as WEEKLY AVG hours. Now Jeremy meets participation.

ACHR **ACTUAL HOURS**

COMPONENT: VOC SCHEDULED HOURS: 40 START: 01 29 09 REVIEW: 04 30 09

DAYS	**1-7**	**8-14**	**15-21**	**22-28**	**29+**	**MONTH**			**DEEM**	**WEEKLY**		**SAMPLE**
MONTH	WK1	WK2	WK3	WK4	WK5	TOTAL	ABS	HOL	CORE	AVG	VER	CASE
02 09	0	0	0	0	0	0	0	2	0	38	HC	Y
03 09	0	0	0	0	0	0	0	0	0	0		
04 09	0	0	0	0	0	0	0	0	0	0		

ACCEPTABLE VERIFICATION

Documentation Needed by Work Component	EMP	SPB	SPR	WXN	SRV	OJT	VOC	JSR	JST	ERE	SAS
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		X			
Rosters with recorded hours	X	X	X	X	X	X		X			
The Work Number	X	X	X			X					
Alcohol or Drug manager			X	X	X			X			
Work site or Community site report				X	X						
Academic institution report							X		X	X	X
Report from Distance Learning PR							X			X	X
Treatment supervisor monthly report				X	X			X			
Direct service hours of contracted employment service providers				X		X		X	X		
Probation Reports					X						
Volunteer report					X						
FSBH and CABH screens				X	X						
FLSA Computation work sheet (W-12)				X	X						
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) & 10% verified								X			

Verification Codes

- HC = Hard Copy
- CS= Client Statement – Self-employment only
- ZH= Zero Hours (To be used on all 0 hour components)

What to include on the Checklist

How the Actual, Projection and Average hours are figured

You may show your computations or refer to the attached documents that support the hours reported. Use W-12 for computation of WXN or SRV hours.

Note: *If the case has projected hours of employment, you may use the available information on the system for the sample pull. If the client does not meet participation with what is projected, you may contact the employer to see if the client's hours have changed. Always include the company name, the contact person's name and a contact phone number on the check list. Please remember if the employer reports that the client is working more hours or is no longer employed, it is known to the agency and you will have to work the case accordingly.*

What verifications are used to figure reported hours

Please attach copies of all work sheets, employer's letters, work program service providers' reports, work number printouts (only if they support the hours you are posting) and medical reports if appropriate.

Screen print outs of BASI/BARI and work number pages that do not address the month of the sample pull are not appropriate documentation and should not be saved at a local level or sent to DCF Department of Administration. Copies of log notes that do not directly address the client's activities for the sample pull month should not be included in the documentation. The case manager 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 DCF Department of Administration personnel.

Who verified the hours, if a second or third party was contacted

Remember to include their name, title and phone number.

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.

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 case manager if the client reports the reason for the absence timely and the case manager notes the cases logs that the absence is excused. The excerpt from the case logs should be included with the ES4304. If the absence is unexcused, no hours can be counted for the time missed.

Primary Work Components

All eight primary work components meet the federal definition of primary components.

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 activity on the actual hours screen.

1. Unsubsidized Employment (EMP)
EMP activities include full time/part-time employment self-employment (see KEESM 6313), apprenticeship, and/or internship/practicum/clinical paid assignment to fulfill an academic requirement.

2. Subsidized Public Employment (SPB)
SPB activities include an intermediary (i.e. temporary staffing agency or contracted employment service provider who receives a fee to cover participant's salary in the public sector), work study, job corps, and/or supported employment (competitive employment with ongoing support services; may include transitional employment).

3. Subsidized Private Employment (SPR)
SPR activities include intermediary (i.e. temporary staffing agency or contracted employment service provider who receives a fee to cover participant's salary in the public sector), work study, supported employment (competitive employment with ongoing support services; may include transitional employment), and/or 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 (WXN)
WXN activities are as follows:

- An unpaid or paid 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,
- Internship/Practicum/Clinical defined as unpaid 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 (SRV)
SRV activities that met 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 well being 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 (OJT)
OJT 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.

7. Vocational Education (VOC)
VOC activities includes work toward an Associate Degree, work toward a Vocational Technical certificate, completion of a Baccalaureate degree (the last 12 months of study) and/or post secondary plans approved by Vocational Rehabilitation Services.

8. Job Search/Job Readiness (JSR)
JSR activities include individual or group job search, community or agency workshops or support groups designated to enhance life, 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.

Computing Hours For Primary Work Components

How to Compute the Hours for Employment
Try to use the greater number of hours of participation from either actual or from the projected calculations. Remember that the Actual Hours window is for the entire month, not pay-period.

Employment hours may be converted and entered by the total month, by the week, by the weekly average, or by the monthly average. The worker may need to try 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 may be based on the most recent KAECSES report of projected income and hours. If there is no information on the system, the worker may request pay stubs or documentation of the earnings during the sample month or for the past 30 days. The total earnings may be divided by the rate of pay to determine the projected actual hours worked. Pay stubs will generally provide the number of hours worked for each pay period as well.

  If the past 30 days are not reflective of the Sample Month or future earnings due to fluctuating income, more pay stubs will need to be obtained to determine hours of participation.

  When using pay stubs, the most recent consecutive ones will be used. If one or more are not reflective those pay stubs will not be used in the calculation. An example of such pay stubs include high wages due to a one-time bonus or low wages due to illness. Employer statements can be used.

NOTE: *The monthly hours of participation will be projected forward for 6 months on COOP from when the individual initially becomes employed and recalculated at 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 case worker may report the projected hours.*

- *Self-Employment Income*

  For the first three months of self-employment, the individual's statement of the number of anticipated employment hours will be accepted until there is sufficient information to document the self- employment income and hours.

  After the initial three month start-up period, an average of anticipated countable income will be based on at least three calendar months of income which are reflective of the individual's income pattern.

  Once a tax return has been filed on the self-employment, the average shall be based on the most recent year's income tax return. Provided the return reflects a full year of self-employment earnings, a twelve month average shall be established.

  Countable income is calculated based on gross income minus actual expenses or a standard 25% deduction for business costs. The client may choose whether the actual expenses or the standard deduction is used.

  Once the countable income has been determined, the hours of participation will be determined by dividing the countable income by the federal minimum wage.

How to Compute the Hours for Work Experience or Community Services

Using the Fair Labor Standards Act (FLSA) formula (W-12 in the KEESM appendix) the total TANF benefit amount plus the Food Assistance benefit amount before any recoupment, minus the amount of child support retained by the state is divided by the federal minimum wage. The total number of hours for the month is divided by 4.3 to determine the number of hours per week. Use rounding principles to the next number.

The current benefit amounts are used to determine the number of assigned hours. Assignments based on the cash and Food Assistance benefit calculation are deemed to meet the 20 hour primary component requirement.

With deeming hours only core component 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. When computing hours for the WXN or SRV components using the FLSA formula, you may find that the client's allowable assigned hours are much less than the 20 core hours. In this case, so long as the client participated for the allowable assigned hours, the entire 20 hours may be deemed for the week. If the client fails to participate for the allowable assigned hours without an excused absence, then they would not meet participation that week in the WXN or SRV component.

How to Compute the 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 plus one hour of unsupervised study time for each hour of class and/or documented supervised study. Total hours of study time counted cannot exceed the institution's standard.

How to Compute the Hours for Job Search or Job Readiness
For a job search, hours will be documented on the ES 4306 located in the KEESM Appendix.

Only actual hours of participation may be counted. Time is to be recorded by the client on the ES- 4306 and turned into the job search component provider or case manager weekly. Reasonable client report 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.

For job readiness activities attendance documentation is provided by the job readiness supervisor.

NOTE: *Actual hours for JSR cannot be entered for more than a total of 4 consecutive weeks or total six weeks within the previous twelve months.*

When entering actual hours for the JSR component, you must enter hours for each week rather than the total for the month; doing that will ensure that only the weeks which are entered will be counted against the time limit.

Secondary Work Components
All secondary work components meet the federal definition of work components.

1. Job Skills Training (JST)
JST 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 Related to Employment (ERE)
ERE 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. Secondary School Attendance (SAS)
High school and GED count as SAS activities.

NOTE: *These hours are primary work activity for teen parents under the age of 20 who do not have a high school education or GED.*

Teen parents attending high school or working towards their GED will meet participation by attending classes at least one hour per week.

Computing Hours For Secondary Work Components
The training institution will be asked to define hours of study needed to assure satisfactory course completion. Hours will be a total of scheduled class hours plus one hour of unsupervised study time for each credit hour

of class and/or documented unsupervised study hours. Total hours of study time counted cannot exceed the institution's standard.

Other Work Components Recognized for Federal Participation

Excused Absences
Up to 80 hours of excused absences in unpaid components can be used for federal work participation in a federal fiscal year, with a maximum of 16 hours in any one month per individual.

Excused absences could include school appointments, medical appointments for self, children and other family members, court appointments, case manager appointments, job interviews, dealing with loss of child care arrangement, housing related issues, or any absences accepted by the employer.

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

Holidays
Work 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	the day after Thanksgiving
Christmas Day		

Parents Not in Work Programs

Parents who are not open in work programs may be eligible to be counted toward meeting the federal work participation requirements. This could include parents receiving TANF but exempt from work programs (work referral code of CU or NC on JOPR) and parents not receiving TANF but in the household such as SSI recipients.

In order for the hours to be counted in the system, the following steps need to be taken in addition to the instructions above:

1. In order to count these parents for work participation, staff must open them on KsCares.
2. Create an employment component (EMP, SPB, SPR) on COOP for the report month.
3. Enter Actual Hours on the Actual Hours Screen.
4. Screen print COOP and Actual Hours Screen and place screen prints with documentation.
5. After entering the Actual Hours for these parents, close the KsCares work program case.
6. Close KSCares case.

Note: *Components do not need to be kept open on COOP to be included for the sample month. After Actual Hours have been entered, the client and the case can be closed, even though the preliminary or federal reports have not been created.*

Helpful Hints if Federal Participation is Not Met

• Have you asked the client about any activities to see if they are countable for federal participation?

• Have you asked the client if he/she is working with any community partners such as schools, Head Start, probation officer, or VR?

• Have you checked BARI, BASI and the work number? If there is no pertinent information for the sample month on these reports, do not send in paper copies of the screens.

• Can you move any part of a secondary activity to a primary activity?

• Can you use more than one component to meet participation?

• Do enter actual hours for all other components, even if it doesn't meet participation.

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

- 20 primary hours is all that is needed for single parents with children under the age of six.
- 30 hours is the rule for single parents with children age six and older. Of the 30 hours, 20 must be in primary components.
- 30 hours is all that 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 components.
- 35 hours is all that's needed for two-parent families when DCF does not pay child care. Of the 35 hours, 30 must be in primary components.
- 55 hours is the rule for two-parent households, when DCF child care is used. Of the 55 hours, 50 hours must be in primary components.
- Teen parents who attend high school or GED classes will meet participation if they attend their classes at least one (1) hour a week.

• Don't use the excused absences if participation is not met.

• If the six month's projection for income is current and also meets participation, then don't ask for actual income.

Attachment I: JOPR Code Chart

All TANF applicants and recipients are required to participate in Work Programs unless exempt. This chart explains what the Mandatory (MD) and Exempt (EX) RSN codes mean.

MD RSN Codes	**Program**	**Description**
IN	TANF	Incapacity may be self-declared initially. This is the only code that will take two-parent families out of the two-parent federal reporting group. Documentation is necessary for any two parent household claiming incapacitation and any client who is coded DES, MHC or PHC on the KSCARES SEPA screen. If the incapacity is reported at application, or if it is reported as a new situation on the case during the sample month, the case worker will note in the file log the nature of the incapacitation and if a Doctor's statement has been requested.
NA	TANF/Food Assistance	This means exemption reasons are Not Applicable: There is no reason to exempt the person from WP participation for either program. If someone is receiving TANF and Food Assistance, the correct coding for FS is PA - EX. The NA code is only appropriate for Food Assistance if the person is receiving Food Assistance only.
CU	TANF	This is typically an exemption code for both TANF (child under 3 months old) and Food Assistance (child under 6 years old). However, TANF participants who have received benefits for over 24 months, are part of a two parent household, or who are a teen parent without a high school degree or GED will be mandatory even if they have a child under 3 months old.
EX RSN Codes	**Program**	**Description**
AG	TANF/Food Assistance	Exemption reason for: • Children who are under 18 and are not emancipated or pregnant and parenting teens without HS or GED • Adults 60 or over (Food Assistance and Refugee program, not TANF)
CU	TANF/Food Assistance	Exemption reason for a caretaker of a child less than the 3 months of age for TANF and 6 years for Food Assistance. TANF • Use CU for individuals with children under 3 months of age who would otherwise be mandatory. The CU exemption does not apply to those individuals who have received 24 or more months of TANF (KEESM 3320 #4), are part of a two parent household, or a teen parent without their high school degree or GED. • An alert should appear the month a child turns 3 months old for TANF and 6 years for Food Assistance.
HS	TANF/Food Assistance	Exemption for an 18-year-old child with no dependents but still in high school or GED.
NC	TANF/Food Assistance	Exemption for both programs for someone who is needed in the home to care for an incapacitated HH member.
EM	Food Assistance	Exemption if employed at least 30 hours/week or earning 30 X hourly minimum wage/week.

AB	Food Assistance	Exemption for those who fall under the ABAWD provisions.
IN	Food Assistance	Exemption for FS for those who are unable to work due to incapacitation. If TANF eligible, only the consumer's statement is required. If Food Assistance only, the consumer must provide a statement from a qualified practitioner within 30 days of declaration.
EX RSN Codes	**Program**	**Description**
PA	Food Assistance	Exemption for someone subject to and complying with TANF work requirements. Use other exemption reasons if appropriate. When TANF closes, the code is changed to NA unless the person is exempt for some other reason.
UC	Food Assistance	Exemption for someone receiving, or approved for, unemployment compensation. Requires documentation.
AD	Food Assistance	Exemption for a regular participant in a drug or alcohol addiction treatment and rehabilitation program. Requires documentation.
ST	Food Assistance	Exemption for someone attending a recognized institution of higher education at least half-time. Includes online schools. Requires documentation.

Attachment II: 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 file log. If the client is working with a provider, observed holidays should be noted on the attendance records they send in to the case manager. There is a possibility that a WEP 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. Case managers 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 case manager can act as the "other source" for documenting an excused absence. The case manager may note the client's report in the file logs and use that as documentation. The case manager 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 (ASE) the hours would not count toward federal participation. The 0 hour components are just that; no hours posted under those component codes will not count towards participation. The 0 hours components may be found in KEESM 3330 and are: ASE, CFS, DES, HST, EHS, RES, WIA, AOD, MHC, PRC, WPP, OAR, and PHC. If client s are in a
0 hour component, but are participating in activities to improve their life skills or employability (financial planning classes, therapy sessions, community service activities, etc…), the worker may open a countable component that encompasses the activity and count the documented hours towards participation. You may have several components open at once. If the case is pulled for sample, the 0 hour components will be noted as ZH on the Actual Hours Screen (ACHR) with no posted hours.

Q: My client is taking classes for 35 hours a week. Can I count 35 hours of unsupervised study as well?

A: KEESM 3300.1 specifies that you may count one hour of unsupervised study per each hour of class time. However, the amount of unsupervised and supervised study time counted cannot exceed the amount of study time required or advised by a particular educational program. It is important that you can document that 35 hours of study time is required or advised if you plan to count that much.

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: KEESM 3320.3 deals with the number of hours teen parents without a high school diploma or GED must participate to meet requirements. As long as they attend school or GED one hour a week, they will meet federal participation. Remember, GED or high school is considered a secondary component for 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 VOC hours.