

TANF Report Sample Cases Review Guide

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BASIC OVERVIEW

We must verify and document all hours that we claim for federal participation. This review guide is designed to help the case manager/designee and second party reviewer complete the checklist. Every case that is pulled in the sample will be reviewed by the case manager and a second party reviewer (typically the supervisor or Performance Improvement staff). The checklist must be attached to the original documents which verify actual work program hours. Both the checklist and original documents are to be mailed to and held at central office for three years. Copies are to be retained in the region.

The purpose of the case manager and second party reviews are to:

- Enter actual hours to meet the federal participation rate
- Correct the cases, as needed for the current sampled month (where ever possible) as well as for future months

If case reviews are completed on the sampled cases, the benefits are to:

- Provide on-the-spot training for case managers
- Determine training needs for the regions
- Help clarify policy and procedures

A timeline for the review has been developed to help meet our quarterly deadlines (see **KAECSES code card pages 26D & 26E and KSCARES code cards 6B & 6C**):

- Sample cases are selected within the first several days of the month for cases in the previous month.
- SAR report is available the next working day.
- Regional staff work each sampled case in their caseload. This includes reviewing the open work components, actual activities and hours, getting documentation and entering the actual hours for the correct work components on SESP. They shall also review SEPA, LERP, SSDO, ETRC and JOPR coding.
- They will need to contact each customer who fails participation to determine if there are any countable activities that will help meet the participation rate. All of this shall be completed by the 20th of each month.
- A second party review of the case manager's work shall be completed by the end of the month the sample is pulled. A CARES review is recommended. Cases with problems are reviewed with staff and corrections made prior to the deadline if possible.

- Cases with problems are reviewed with staff and corrections made prior to the deadline if possible.
- The check list, the documentation, and the verification is to be sent to Central Office: **DSOB, 915 SW Harrison, Ste. 580; Topeka, Ks 66612 ATTN: TAF Manager**. The list will be checked and the region will be notified of any missing cases or documentation.

- All KAECSES changes must be made by the preliminary report run.
- It is the expectation that all sampled cases will be completed and changes made by the stated deadlines. For exceptions, contact your supervisor. Supervisors are to contact the TAF Program Manager on any late reviews so that proper steps can be taken to assure that accurate participation is counted.

- Final report is sent to HHS (Health and Human Services) approximately 5 weeks after the quarter ends. 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 are submitted in November. Exact dates can be found on code card pages 26D and 26E.

STEPS FOR CASE MANAGERS AND SECOND PARTY REVIEWERS:

KAECSSES

Review KAECSSES Data for all adults and minor parents on the TAF case. Because the system uses the KAECSSES AE information to help identify, 2P, 1P and 0P families as well as work eligible individuals for the TANF report, it is important KAECSSES coding is correct. 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. (**See KAECSSES code card page 26D& 26E and KSCARES code card 6B & 6C**)

A. SEPA:

- ✓ All relationship codes are correct in relationship to the PI.
- ✓ 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 TAF participation code is SS, not 'OU'. **It is important that TAF adult parents are coded 'SS' so the system can identify them as SSI recipients.**

B. LERP:

- ✓ Because family membership changes, please be sure the POA's (Position On Application) of the person(s) legally responsible for a TAF individual are correct.
- ✓ TAF legal responsibility is spouse to spouse and parent to child. Boyfriends and girlfriends are not legally responsible to each other, but they are legally responsible for any mutual children.
- ✓ For TAF, Grandparents are not legally responsible for their grandchildren, nor are step-parents legally responsible for their step-children.
- ✓ Two-parent families occur when both the parents of a mutual child are in the household. Couples who live together, but do not share a mutual child, are considered two-adult and do not have to meet the 90% participation rate as do the two-parent households. Only code LERP for the parent who is legally responsible to the child. For more information see JOPR Guide in appendix.

C. SSDO:

- ✓ Check the emancipation (EMN MNR) field on SSDO. It should be blank unless there is an emancipated minor on the TAF program.

D. ETRC:

- ✓ Does the household have any alien members? The only way for the system to identify ineligible aliens, is by the 'IA' citizenship code on ETRC. 'IA' individuals are not included in the participation.

E. JOPR:

- ✓ Are Exempt Reason codes and Work Program Referral codes correct?
 - CU - EX or CU - EV: Use only if there is a single TAF adult caring for a child under the age of 7 months.
 - IN - MD: Use only if there is a TAF 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 central office.
 - NC - EX: Use only if there is a TAF adult 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 central office.
 - TJ - EX or TJ - MD: Use only if there is a TAF adult in a Tribal Jobs program (NE region only)
- ✓ Check the Work Program Referral code for Teen Parents. If a TAF teen parent is less than 20 years old and does not have a high school diploma or GED then the Exempt Reason code and Work Program Referral code is NA - MD.

KsCares

Review KsCares Data for all adults and minor parents on the TAF case. Actual work participation hours should be entered on Actual Hours Window off SESP. Review all Sample cases by the stated deadlines. The Second Party 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 unable to complete the deadline, check with your supervisor.

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. Example:

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		

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*****
*
* PF3=EXIT                      COMPONENT ACTUAL HOURS
*
* COMPONENT: EMP    SCHEDULED HOURS: 20    START: 06 01 06    REVIEW: 12 31 06
*
*   DAYS   (1-7) (8-14) (15-21) (22-28) (29+) MONTH WEEKLY
*   MONTH WEEK1 WEEK2 WEEK3 WEEK4 WEEK5 TOTAL  AVG   VER
*   10 06   0     0     0     0     0     0     0
*   11 06   0     0     0     0     0     0     0
*   12 06   0     0     0     0     0     0     0
*
*****

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*****
* COMPONENT: EMP    SCHEDULED HOURS: 20    START: 06 01 06    REVIEW: 12 31 06
*
*   DAYS   (1-7) (8-14) (15-21) (22-28) (29+) MONTH WEEKLY
*   MONTH WEEK1 WEEK2 WEEK3 WEEK4 WEEK5 TOTAL  AVG   VER
*   10 06   0     0     0     0     0     0     0
*   11 06   0     0     0     0     0     86    20   HC
*   12 06   0     0     0     0     0     0     0
*
*****

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A. WHAT IS ACCEPTABLE VERIFICATION?

Documentation Needed by Work Component	E M P	S P B	S P R	W X N	S R V	O J T	V O C	J S R	J S T	E R E	S A S
Employer Statements	X	X	X			X					
Pay Stubs	X	X	X			X					
Time Cards	X	X	X			X					
Customer 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						
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							
Direct service hours of contracted employment service providers						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			

B. WHAT ARE THE VERIFICATION CODES?

HC Hard Copy

CS Customer Statement – Self-employment only

ZH Zero Hours

(Note: If no code is entered, then none of the actual hours entered will be included on the Federal Report.)

C. WHAT TO INCLUDE ON THE CHECKLIST?

- ✓ How the hours are figured (actual, projection, average) (Use W-12 for computation of WXN or SRV hours)
- ✓ Show computations (and include the employer's name) -
 - April 3 26 hours for pay period (paid bi-weekly)
 - April 17 39 hours for pay period
 - Total 65 hours
 - Projecting monthly employment hours: 65 divided by 2 = 32.5 hours
 - 32.5 hours per pay period X 2.15 = 69.875 per month
 - (Using rounding principle - hours would be 70 for this example)
- ✓ What verifications are used to figure the hours (attach all work sheets used)
- ✓ Who verified the hours, if a second or third party was contacted. Remember to include their title and phone number
- ✓ Any absences or holidays that may have been used and how you verified it
- ✓ Academic statement providing standard for study hours and hours in class
- ✓ Excused absence statement from customer, doctor or other source providing number of excused hours allowed in this sample month
- ✓ Holidays used (allowed holidays are listed in KEESM 3300.1)
- ✓ Verify that the work components meet the federal definition

D. THERE ARE EIGHT PRIMARY WORK COMPONENTS:

(1.) Unsubsidized Employment (EMP)

These activities meet the Federal definition:

• Full time/Part-time Employment
• Self-Employment (see KEESM 6313)
• Apprenticeship
• Internship/practicum/clinical paid assignment to fulfill an academic requirement

(2.) Subsidized Public Employment (SPB)

These activities meet the Federal definition:

• An intermediary (i.e. temporary staffing agency or contracted employment service provider) receives a fee to cover participant's salary in the public sector.
• Work Study
• Job Corps
• Supported employment (competitive employment with ongoing support services; may include transitional employment)

(3.) Subsidized Private Employment (SPR)

These activities meet the Federal definition:

• An intermediary (i.e., temporary staffing agency or contracted employment service provider) receives a fee to cover participant's salary in the private sector.
• Work Study
• Supported employment (competitive employment with ongoing support services; may include transitional employment)
• Recovery Coach - A community based barrier remover who attempts to engage and help addicts or alcoholics stay connected and supported within the recovering community.

HOW TO COMPUTE THE HOURS FOR EMPLOYMENT:

Actual hours for the report month may be used on a case-by-case basis. 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. Best practice suggests that employment hours be converted and entered by the month, not the week.

Projected countable hours of participation for employment are determined in the following manner:

REGULAR EARNINGS, APPRENTICESHIP, INTERNSHIP:

- Hours of participation are based on the most recent past 30 days of income if reflective of future earnings, divided by the hourly rate of pay.
- If the past 30 days are not reflective of future earnings due to fluctuating income, more pay stubs will need to be obtained to project future income and hours of participation.
- When using pay stubs, the most recent consecutive ones will be used. If one or more are not reflective (high due to a one-time bonus, or low due to illness, for example) they will not be used in the calculation.
- Employer statements can be used.

The monthly hours of participation will be projected forward for 6 months when the individual initially becomes employed and recalculated at six month work program progress review or upon customer report of change.

SELF-EMPLOYMENT INCOME:

- For the first 3 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 3 month start up period, an average of anticipated countable income will be based on at least 3 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 customer 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.

(4.) Work Experience (WXN)

These activities meet the Federal definition:

<ul style="list-style-type: none"> • An unpaid or paid assignment with a public or private sector employer that allows the customer to develop a current work history, establish a work reference, improve work habits, and increase the customer’s self esteem and self confidence.
<ul style="list-style-type: none"> • Internship/practicum/clinical - Unpaid assignment to fulfill an academic requirement.
<ul style="list-style-type: none"> • Peer Support Mentor I & II/Coach – Within a treatment center/substance abuse service setting: 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.
<ul style="list-style-type: none"> • Informal, short term activities that prepare the customer to be placed at a Work Experience site and are included in the Work Experience Program criteria.

(5.) Supervised Community Service (SRV)

These activities meet the Federal definition

:

<ul style="list-style-type: none"> • Americorps 	<ul style="list-style-type: none"> • VISTA
<ul style="list-style-type: none"> • Community Service activity required as a condition of probation or parole 	<ul style="list-style-type: none"> • Volunteer hours in Head Start/Early Head Start Classrooms
<ul style="list-style-type: none"> • Participation on community policy councils or policy development groups • Recovery Support Volunteer in a treatment or substance abuse recovery setting: organizing/leading or participating in a volunteer activity related to improving the health and well being of others. 	<ul style="list-style-type: none"> • 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.

HOW TO COMPUTE THE HOURS FOR WORK EXPERIENCE OR COMMUNITY SERVICE:

- Using the Fair Labor Standards Act (FLSA) formula (W-12 in the KEESM appendix) the total TAF 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. If there are individuals on the Food Assistance case that are not on the TAF cash case, the Food Assistance benefit is to be prorated to determine the TAF household's amount for the work participation hour calculation. Assignments based on the cash and Food Assistance benefit calculation are deemed to meet the 20 hour primary component requirement.
- **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 TAF 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 customer's allowable assigned hours are much less than the 20 core hours. In this case, so long as the customer participated for the allowable assigned hours, the entire 20 hours may be deemed for the week. If the customer 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.

(6.) On-the-Job Training (OJT)

These activities meet the Federal definition:

● 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 customer'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 customer 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.

HOW TO COMPUTE THE HOURS FOR ON-THE-JOB TRAINING:

- For all OJT's except Job Retention Case Management, use the same method as EMP.
- For Job Retention Case Management, hours of participation is based on the monthly statement of direct service hours from the contracted employment service provider.

(7.) Vocational Education (VOC)

These activities meet the Federal definition:

● Work toward an Associate Degree
● Work toward a Vocational Technical certificate
● Completion of a Baccalaureate degree (the last 12 months of study)
● Post Secondary Plans approved by Vocational Rehabilitation Services

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

(8.) Job Search/Job Readiness (JSR)

These activities meet the Federal definition:

• Individual or Group Job Search
• Community or agency workshops or support groups designated to enhance life skills, job seeking and job retention skills
• Substance abuse treatment
• Mental health treatment
• Rehabilitation activities (includes vocationally directed doctor's appointments, physical therapy)
• Job Readiness Case Management Services

HOW TO COMPUTE THE HOURS FOR JOB SEARCH OR JOB READINESS:

For Job Search:

Job search 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 customer on the ES 4306 and turned into the Job Search component provider or case manager weekly. Reasonable customer report will be accepted along with the verification of at least 10% of the contacts reported. On line and fax applications must be documented with application and transmission confirmations.

For Job Readiness Activities: Attendance documentation 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 6 weeks within the previous 12 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.
- If you enter actual hours for the month, then 4 weeks will be counted for that customer.
- There is an allowance that states: If the customer has participated in JSR for the assigned number of hours at least 3 days of the 5 day work week, we may, assume that the customer would participate those hours the other 2 days. We may calculate a full week's participation based on those 3 days. In doing so, we would report the actual hours for that week as hours per day X 5 days I.E. 6 hours a day x 5 = 30 actual hours. **This may be done no more than once in the preceding 12 month period. Please note in the case file and on the check list that you are evoking this provision.**

E. THERE ARE THREE SECONDARY WORK COMPONENTS:

(1.) Job Skills Training (JST)

These activities meet the Federal definition:

• Literacy instruction
• Customized training (Example - employer mandated customer service training)
• Language instruction focused on skills for employment

(2.) Education Related to Employment (ERE)

These activities meet the Federal definition:

• Adult Basic Education (ABE)
• English as a Second Language (ESL)
• Other courses designed to provide knowledge and skills for specific occupations or work settings.

(3.) Secondary School Attendance (SAS)

These activities meet the Federal definition:

• High School
• GED
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.

HOW TO COMPUTE THE HOURS FOR JOB SKILLS TRAINING, EDUCATION RELATED TO EMPLOYMENT AND SECONDARY SCHOOL ATTENDANCE:

- 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.

F. WHAT ELSE CAN BE COUNTED FOR FEDERAL PARTICIPATION?

1. Excused Absences

Up to 80 hours of excused absences in **unpaid** components can be used for federal work participation in an FFY, 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.

2. Holidays

Work Participation may be counted for the following approved holidays: New Years Day, Martin Luther King Day, Veteran's Day, President's Day, Labor Day, Memorial Day, July 4th, Thanksgiving, the day after Thanksgiving and Christmas Day.

3. 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 would include parents receiving TAF but exempt from Work Programs (Work Referral code of CU or NC on JOPR) and parents not receiving TAF but in the household (such as SSI recipients). Follow the above instructions for the specific component being used.

4. Applicants that only receive a partial month of benefits

If a family receives a partial month of assistance, we will count them as meeting participation if the work eligible parent is engaged in work programs the minimum hours required for each **full** week the family receives benefits. I.E.: A family applies for TAF benefits on Thursday the 15th of April. The case manager encourages the applicant to job search and assists with gas money and a referral to a local provider. The case is opened the 30th of April and partial month benefits are paid. The applicant attended Job Club 6 hours a day starting Monday, April 19th, managed to get a job on Wednesday, April 21st and has been working 30 hours per week ever since. The case is pulled for the April Sample. Since the customer met the 30 hrs of required engagement we would use the weeks they worked starting Monday, April 19th (the first full week of TAF benefits) to prospect the entire month (30 hrs x 4.3 = 129 hours) and meet participation for that case.

Additional actions needed for the hours to be counted in the system:

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 SESP for the report month.
3. Enter Actual Hours on the Actual Hours window off SESP.
4. Screen print SESP and Actual Hours window 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 SESP to be included for the sample month. After Actual Hours have been entered on SESP, the customer 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 customer about any activities to see if they are countable for federal participation?
 - Have you asked the customer if he/she is working with any community partners (i.e. schools, Head-Start, probation officer, or VR)?
 - Have you checked BARI, BASI and the Work Number?
 - 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's 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 SRS 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 SRS child care is used. Of the 55 hours, 50 hours must be in primary components.

- ✓ 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.

APPENDIX:

JOPR CODE CHARTS:

MD RSN Codes	Program	Description
IN	TAF	Incapacity may be self-declared. This is the only code that will take two-parent families out of the two-parent federal reporting group. No documentation is necessary because the assessment process should reveal whether or not someone is actually unable to work due to incapacity.
NA	TAF/ 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 TAF 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	TAF	This is typically an exemption code for both TAF and Food Assistance. However, TAF participants who have received benefits for over 48 months will be mandatory even if they have a child under 6 months old.

EX RSN Codes	Program	Description
AG	TAF/ Food Assistance	Exemption reason for: <ul style="list-style-type: none"> • Children who are under 18 and are not emancipated or pregnant and parenting teens without HS or GED • Adults 60 or over.
CU	TAF/ Food Assistance	<ul style="list-style-type: none"> • Exemption reason for a caretaker of a child less than the 6 months of age for TAF and 6 years for Food Assistance. • Use CU for individuals with children under 6 months of age who would otherwise be mandatory. The CU exemption does not apply to those individuals who have received 48 or more months of TAF (KEESM 3320 #4) • An alert should appear the month a child turns 6 months old for TAF and 6 years for Food Assistance.
HS	TAF/ Food Assistance	Exemption for an 18-year-old child with no dependents but still in high school or GED.
NC	TAF/ 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 TAF 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.
PA	Food Assistance	Exemption for someone subject to and complying with TAF work requirements. Use other exemption reasons if appropriate. When TAF 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.