

# TANF Sample Cases Review Guide

For the Federal Report



*Economic and Employment Services*

ES-4305 10-20

## **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. Regions will develop a process for reviewing the sample cases that best meets their needs and yields the highest possible accuracy level.

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 career navigator and a second party reviewer, typically the supervisor or Employment Services Program Administrator.

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.

If the case has received TANF benefits for 12 months and a hardship has not yet been determined, 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 TANF lifetime. However, an additional ISM may be scheduled at the career navigator'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 career navigator's work shall be completed by the 20<sup>th</sup> of the month following the sample month. A CARES review is recommended. Cases with problems are reviewed with staff and corrections made prior to the deadline.

All documents that verify actual hours of participation must be attached to the ES-4304. The second party reviewer will send all checklists and their supporting documentation to DCF Department of Administration by the 20<sup>th</sup> 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 in the Department of Administration by the 5<sup>th</sup> day of the month following the sample pull. For example, a July sample pull would be posted on August 1<sup>st</sup>. These samples will be reviewed and sent to DCF Department of Administration by the 20<sup>th</sup> of the month. The TANF Work Program Manager may review the cases and request corrections. All corrected samples will be due to DCF Department of Administration by September 5<sup>th</sup>. 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

Sampled cases will be completed and changes made by the stated deadlines. For exceptions, follow regional protocol for contacting the TANF Work 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 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.

**Case Summary**

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

**Mailing Address**  
1231 PECANWOOD RD  
GODDARD, KS 67052

**Home Address**  
1231 PECANWOOD RD  
GODDARD, KS 67052

**Companion Cases**

Display: 07/01/2017

**TANF - 4538**

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

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

Aid Code: 2P

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

**Work Programs - 4552**

Worker ID: **DE4602G1G2**  
Program Status: Active  
Program Begins on: 06/08/2017

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

**Work Programs - 4542**

Worker ID: **DA3302B100**  
Program Status: Active  
Program Begins on: 06/08/2017

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

**All People Associated with the Case**

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

**All SSP Users Linked to This Case**

Name	DOB	SSN	SSP USER NAME	Role
<b>Authorized Representative</b>				
<b>Request ID Details</b>				
<b>People known to External System with a different Client ID</b>				
Name	Client ID	ID Known to External System	External System	End Date

## 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 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.



**WP Status List**

Display by Name:  From:  To:

Status	Status Reason	Begin Date	End Date	Action
<input type="checkbox"/>	Mandatory	06/08/2017		<a href="#">Edit</a> <a href="#">Add</a>
<input type="checkbox"/>	Engaged in Federal Participation	06/08/2017		<a href="#">Add Status</a> <a href="#">Edit</a>

## 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.

**Customer Activities List**

Display by Name:  From:  To:

Search Results Summary Results: 1 - 2 of 2

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

## 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.

### Activity Progress Detail

Name  
BCB JONES

Activity Detail			
<b>Activity Name:</b> Work Experience, Public or Private Nonprofit	<b>Provider:</b> WP Generic Provider	<b>Category:</b> Generic Provider	<b>Address:</b> 915 SW HARRISON ST TOPEKA, KS Shawnee 66612-1505
	<b>Start Date:</b> 05/15/2017	<b>End Date:</b> 05/31/2017	<b>Hours:</b> 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		<a href="#">Edit</a> <a href="#">Add</a>

Activity Progress History

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

Deemed Hours Per Week:  Average Hours Per Week:

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

If hours are not entered in the 'Average Hours Per Week' box, hours can be entered in the 'Total Hours/Month' box. This could be used when the 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 5<sup>th</sup> of the month  
               the semester ends on the 12<sup>th</sup> 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)

**Activity Progress Detail**

**Activity Detail**

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

**Review Date:** 02/01/2017

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

**Activity Progress History**

Month: 03/2017 **Total Hours/ Month: 184**

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

Average Hours Per Week:

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 4 <sup>th</sup>	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:

Case Name: Jeremy Test  
Case Number: 20070088

Journal Tasks Reminders Contact Log Logout Help

User: KJ124341  
Emp: 180206  
Ver: 3.0.0.082.1  
Time: 06/09/2017 09:13 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

### Activity Progress Detail

Name: Jeremy Test

**Activity Detail**

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

Review Date: 02/01/2017

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

ADD

**Activity Progress History**

Month	Total Hours/ Month							
02/2017	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 02/27/2017 - 03/05/2017								
Attendance:	02/27	02/28	03/01	03/02	03/03	03/04	03/05	16.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 02/20/2017 - 02/26/2017								
Attendance:	02/20	02/21	02/22	02/23	02/24	02/25	02/26	32.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 02/13/2017 - 02/19/2017								
Attendance:	02/13	02/14	02/15	02/16	02/17	02/18	02/19	40.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 02/06/2017 - 02/12/2017								
Attendance:	02/06	02/07	02/08	02/09	02/10	02/11	02/12	40.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 01/30/2017 - 02/05/2017								
Attendance:	01/30	01/31	02/01	02/02	02/03	02/04	02/05	24.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								

Average Hours Per Week:

Save and Return Cancel

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.

Case Name: John Smith  
Case Number: [Redacted]

Income List

Search Results Summary

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

There are no earnings for John Smith

Case Name: Jane Doe  
Case Number: [Redacted]

Income List

Search Results Summary

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

Wages for EES



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

**Income Amount Detail**

Program: Non-Medical

Category: Earnings Type: Wages

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

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

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

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

**Income Amount Detail**

Program: Non-Medical

Category: Earnings Type: Wages

Date Received	Amount	Hours	Hourly Wage	Count in Average
				Yes
<b>Average Amount:</b>	0.00	<b>Weekly Hours:</b> 0.00	<b>Monthly Hours:</b> 0.00	

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

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

*NOTE: If the client does not meet participation with what is projected, you can contact the client to find out if their hours have increased. If so, verification of the new hours should be requested. Please remember if the client reports they are working more hours or they are no longer employed, it is known to the agency and you will have to notify the purple team.*

***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.

## 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.  $(48 + 39 = 87)$  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 client starts a job in the same month and benefits are prorated after the first of the month, the start date for the Unsubsidized Employment activity should be the same as the Application Date.

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:

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.

### ***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 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 Employment Services Program Administrator review the case. **If the ESPA determines the employment meets the criteria for self-employment**, 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:

John 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 John's Unsubsidized Employment activity. A copy of the **Income Detail page** will be attached to the sample form for verification.

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

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

Example for an Application Month:

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

### ***Calculating Hours for Work Experience & 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, you can deem additional hours 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**

<b>Activity Name:</b> Work Experience, Public or Private Nonprofit	<b>Provider:</b> WP Generic Provider	<b>Category:</b> Generic Provider	<b>Address:</b> 915 SW HARRISON ST TOPEKA, KS Shawnee 66612-1505
	<b>Start Date:</b> 05/15/2017	<b>End Date:</b> 05/31/2017	<b>Hours:</b> 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		<a href="#">Edit</a>

[Add](#)

**Activity Progress History**

Month: 05/2017

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 05/29/2017 - 06/04/2017	05/29 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/30 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/31 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	06/01	06/02	06/03	06/04	
▼ 05/22/2017 - 05/28/2017	05/22 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/23 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/24 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/25 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/26 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/27 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/28 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	
▼ 05/15/2017 - 05/21/2017	05/15 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/16 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/17 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/18 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/19 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/20 Attendance: Absent Hours: Absence Reason: Excused Absences: Performance: Comments:	05/21 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
<b>Total Hours:</b>							<b>13</b>

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.

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

### Activity Progress Detail

Name: John Client

**Activity Detail**

Activity Name: Vocational Education - P      Provider: BUTLER COUNTY COMMUNITY COLLEGE      Category: SMART Vendors      Address: 901 S HAVERHILL RD EL DORADO, KS Butler 67042-3225

Start Date: 03/01/2017      End Date: 05/31/2017      Hours: Mon, Tue, Wed, Thu, Fri 8:00 AM - 5:00 PM (27 hours/week)

Review Date: 03/01/2017

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

**Activity Progress History**

Month	Total Hours/ Month							
04/2017	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 04/24/2017 - 04/30/2017								
Attendance:	5.00	5.00	5.00	5.00	5.00			25.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 04/17/2017 - 04/23/2017								
Attendance:	5.00	5.00	5.00	5.00	5.00			25.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 04/10/2017 - 04/16/2017								
Attendance:	5.00	5.00	5.00	5.00	5.00			25.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 04/03/2017 - 04/09/2017								
Attendance:	5.00	5.00	5.00	5.00	5.00			25.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								

Average Hours Per Week: 27

Review Date: 03/01/2017

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

**Activity Progress History**

Month	Total Hours/ Month							
04/2017	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
▼ 04/24/2017 - 04/30/2017								
Attendance:	5.00	5.00	5.00	5.00	5.00			25.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 04/17/2017 - 04/23/2017								
Attendance:	5.00	5.00	5.00	5.00	5.00			25.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 04/10/2017 - 04/16/2017								
Attendance:	5.00	5.00	5.00	5.00	5.00			25.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								
▼ 04/03/2017 - 04/09/2017								
Attendance:	5.00	5.00	5.00	5.00	5.00			25.00
Absent Hours:								
Absence Reason:								
Excused Absences:								
Performance:								
Comments:								

Average Hours Per Week: 27

Do not worry about the weekly total hours

These are the hours that KEES will look at.

### ***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.

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

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

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

Average Hours Per Week:

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

## 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 you add the Removed or Completed Status on the Activity Progress Detail page.
- Hours of participation can be counted for an ineligible alien ONLY if the ineligible alien is the parent of a child on the case. Hours cannot be counted for an ineligible alien when the ineligible alien is a cohabiting partner.



## Helpful Hints if Federal Participation is Not Met

- 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?
- Can you move any part of a secondary activity to a primary activity?
- 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 worker 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 career navigator may 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: 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.