

**DSS ADMINISTRATIVE LETTER  
ECONOMIC SERVICES  
FAMILY SUPPORT AND CHILD WELFARE SERVICES FSCWS-16-08**

**TO:** County Directors of Social Services

**ATTENTION:** Work First Administrators, Program Managers and Supervisors

**DATE:** October 15, 2008

**SUBJECT:** Historical Data Entry for Employment Programs Information System (EPIS)

**EFFECTIVE DATE:** Upon Receipt

Changes have been made to the Employment Programs Information System (EPIS) to allow specified components and employment hours to be keyed as historical hours for months that work participation rates have already been calculated. With the implementation of the National Directory of New Hire (NDNH), leads from matched data have resulted in the discovery of previously unknown employment for individuals who were receiving Work First Family Assistance. Data entry of hours for verified employment discovered through the NDNH lead, as well as other specified components that were unreported and/or discovered after the keying deadline can now be keyed as historical hours. By keying these historical hours, the State will be able to recalculate the work participation rates for those report months.

The EPIS Main Menu displays two new options, Option 8 and Option 9. Option 9 is unavailable for access at this time. Option 8- Historical Hours –ADD allows additional hours to an existing Component and/or Job Type and new Component and/or Job Type to be keyed using the Historical Client Record-Add screen. The EPIS status for the individual must be Active, Potential, or Closed. Historical Hours are not allowed for the following Components, CC, DE, JF, JS, PR, and VT.

The hours keyed using the Historical Data Entry functions are not subject to the regular EPIS deadline. The report month for historical hours cannot be prior to October 2007 and cannot be the current report month. These hours will be used as part of the monthly work participation rate whenever the monthly work participation rate is recalculated or retransmitted to the Administration for Children and Families (ACF) for the Federal participation rates. It is extremely important for counties to enter any allowable historical hours when they are discovered in order to improve the State's work participation rates and to avoid financial sanction.

See [Section EP601](#) of the Work First User Manual for additional information on Historical Data Entry. If you have questions, please contact your Work First Representative or Information Support Unit at (919) 733-8938.

Sincerely,



Dean Simpson, Chief  
Economic Services Section

cc: Sherry Bradsher  
Jo Ann Lamm  
Sarah Barham  
Hank Bowers  
Family Support and Child Welfare Team Leaders  
Children's Programs Representatives  
Local Business Liaisons