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