

DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 2-2018
EFS_WF_AL-2-2018
Work First Program

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators, Managers and Supervisors

DATE: February 28, 2018

SUBJECT: TANF Work Participation Reports

EFFECTIVE DATE: April 1, 2018

I. GENERAL INFORMATION

The federal performance measures for the North Carolina Work First Program are based upon and evaluated by the federal Work Participation Rates (WPR). There are two federal work participation rates states must meet, All Families (AF) and Two-Parent (2P). The requirements are different for each of the rates; Fifty Percent (50%) of all families and Ninety Percent (90%) of all two-parent families must complete the required number of hours in countable federal work activities.

The local agency's WPR goals are the same as the federal performance measures for North Carolina, meeting the All Families and Two-Parent Family Work Participation Rates. These two (2) goals are used to measure local agency performance. Local agencies must ensure that Work First participants active in Work First Employment Services (WFES) meet the required performance measures.

Prior to the implementation of NC FAST, a monthly participation rate report was produced, allowing the local agencies to view their case data and self-monitor their work participation rates. The legacy report was very effective in identifying participation inconsistencies and errors prior to the data entry deadlines.

The NC DSS Performance Management Team and Client Services Data Warehouse (CSDW) have updated these reports reflecting data entered in NC FAST. The production of the reports will resume effective March 5, 2018.

II. POLICY PROCEDURES

The new TANF Work Participation Rate state sanctioned queries are available in the Client Services Data Warehouse (<https://csdwportal.dhhs.state.nc.us/csdwlogin/>). The reports are in: Documents/Folders/Public Folders/DHHS Main Document/NC FAST/TANF Work Participation folder. These reports only provide data for Work First Employment Services cases that receive a Work First cash assistance benefit for the specified report month.

A. All Families Report Queries

1. **All Families Counted in the Denominator Report:** This report includes all TANF (Cash Assistance, excluding Benefit Diversion, Child Only and Forced Eligibility Cash) cases during the report month that received a TANF benefit. To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Case Reference, Casehead First Name, Casehead MI, Casehead Last Name, Case Owner First Name and Case Owner Last Name.

The total number of cases for each county will display at the end of the report.

2. **All Families Not Counted in the Denominator Report:** This report includes all TANF (Cash Assistance, excluding Benefit Diversion and Forced Eligibility Cash) cases during the report month that were not included in the denominator due to the following reasons:
 - a. The case does not contain a work eligible individual;
 - b. The case is exempt from participation rate due to the exemption of child under 12 months (code uses 12-month tracking data);
 - c. The case is being served by a Tribal Work Program; or
 - d. The case has a Work Sanction.

To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Case Reference, Casehead First Name, Casehead MI, Casehead Last Name, Case Owner First Name, Case Owner Last Name and Reason Case Not in Denominator.

The total number of cases for each county will display at the end of the report.

3. **All Families Counted in the Numerator Report:** This report includes all TANF (Cash Assistance, excluding Benefit Diversion and Forced Eligibility Cash) cases during the report month that met work participation requirements. To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Case Reference, Casehead First Name, Casehead MI, Casehead Last Name, Individual First Name, Individual MI, Individual Last Name, Outcome Plan Casereference, Countable Monthly Hrs for Case, AF Reason Counted in Numerator, Case Owner First Name and Case Owner Last Name.

The reasons for counting in the Numerator include the following:

- a. Hours met;
- b. Hours met with child under 6;
- c. Education related to employment; or
- d. Satisfactory school attendance.

The total number of cases for each county will display at the end of the report.

4. **All Families Not Counted in the Numerator Report:** This report includes all TANF (Cash Assistance, excluding Benefit Diversion and Forced Eligibility Cash) cases during the report month where individuals did not meet the participation rate requirement.

To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Case Reference, Casehead First Name, Casehead MI, Casehead Last Name, Individual First Name, Individual MI, Individual Last Name, Outcome Plan Casereference, Countable Monthly Hrs for Case, Reason Not in Numerator, Case Owner First Name and Case Owner Last Name.

The reasons for not counting in the numerator will be displayed as:

- a. Case Not In Denom;
- b. Child Under 12 Months;
- c. Not Enough Hours;
- d. Tribal Work Program; or
- e. Work Sanction.

The total number of cases for each county will display at the end of the report.

5. **All Families Participation Rate Report:** This report shows the calculation for the All Families rate by county. To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Total Number Numerator Cases, Total Number Denominator Cases and the AF Rate.
6. **All Families Participation Rate Report (Statewide Listing by County):** This report shows the All Families Rate for each county in North Carolina. To run the report, select the Report Month. The results displayed will include the County Name, Report Month, Total Number Numerator Cases, Total Number Denominator Cases and the AF Rate.
7. **All Families Participation Rate Report (Statewide Rate Only):** This report shows the All Families Rate for the State. To run the report, select the Report Month. The results displayed will include Report Month, Total Number Numerator Cases, Total Number Denominator Cases and the AF Rate.
8. **All Families Participation Rate Report Showing Recalculation Over Time:** This report shows the changes in the All Families Participation Rate over time for specified county. Changes are the result of re-loading the data based on updates in NC FAST. These updates are identified in this report by a case sequence numbr, displayed as Case Seqnbr. Each time the report month is re-loaded, this case sequence is incremented by one. To run the report, select Report Month and County Number. The results displayed will include County Name, Report Month, Case Seqnbr, Total Number Numerator Cases, Total Number Denominator Cases and the AF Rate.

9. **Graph Showing AF Rate for County:** This query displays a graph showing the All Families Rate for the specified county and report month(s). To run the query, select the County Name(s) and Report Month(s). Graph includes the County Name, All Fam WP Rate and Report Month(s) in a bar chart format.
10. **Graph Showing AF Rate for State:** This query displays a graph showing the All Families Rate for the State for specified report month(s). To run the query, select the Report Month(s). Graph includes the All Fam WP Rate and Report Month(s) in a bar chart format.

B. Two Parent Report Queries

1. **Two Parent Counted in the Denominator Report:** This report includes all two-parent TANF (Cash Assistance, excluding Benefit Diversion and Forced Eligibility Cash) cases during the report month that received TANF assistance. To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Casehead First Name, Casehead MI, Casehead Last Name, Outcome Plan Casereference, Case Owner First Name and Case Owner Last Name.

The total number of cases for each county will display at the end of the report.

2. **Two Parent Not Counted in the Denominator Report:** This report includes all two-parent TANF (Cash Assistance, excluding Benefit Diversion and Forced Eligibility Cash) cases during the report month that were not included in the two-parent denominator due to the following reasons:
 - a. The case includes disabled adult(s) who are identified as receiving federal disability under Social Security OASDI Programs, Supplemental Security Income, receiving benefits under Non-Social Security Act Programs; including Veteran's Disability, Workers Disability Compensation and Black Lung Disease Disability.
 - b. Tribal Work Program; or
 - c. Work Sanction.

To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Case Reference, Casehead First Name, Casehead MI, Casehead Last Name, Two P Reason Not in Denom, Outcome Plan Casereference, Case Owner First Name and Case Owner Last Name. The reasons for not counting in the denominator will be displayed as: Case Includes Disabled Adult(s), Tribal Work Program or Work Sanction.

The total number of cases for each county will display at the end of the report.

3. **Two Parent Counted In the Numerator Report:** This report includes all TANF (Cash Assistance, excluding Benefit Diversion and Forced Eligibility Cash) cases during the report month that met the required two-parent work participation requirements. To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Case Reference, Casehead First Name, Casehead MI, Casehead Last Name, Individual First Name, Individual MI, Individual Last Name, Outcome Plan

Casereference, Countable Monthly Hrs for Case, Two P Reason Counted in Numer, Case Owner First Name and Case Owner Last Name.

The total number of cases for each county will display at the end of the report.

4. **Two Parent Not Counted in the Numerator Report:** This report includes all TANF (Cash Assistance, excluding Benefit Diversion and Forced Eligibility Cash) cases during the report month with individuals who are not meeting the two-parent work participation requirements or not included in the two-parent denominator. To run the report, select the Report Month and County Name. The results displayed will include the County Name, Report Month, Case Reference, Casehead First Name, Casehead MI, Casehead Last Name, Individual First Name, Individual MI, Individual Last Name, Outcome Plan Casereference, Countable Monthly Hrs for Case, Two P Reason Not in Numer, Case Owner First Name and Case Owner Last Name.

The reasons for not counting in the numerator will be displayed as: Case Not in Denom or Not Enough Hours.

The total number of cases for each county will display at the end of the report.

5. **Two Parent Participation Rate Report:** This report shows the calculation for the Two-Parent Rate by county. To run the report, enter the Report Month and County Name. The results displayed will include the County Name, Report Month, Total Number Numerator Cases, Total Number Denominator Cases and the 2P Rate.
6. **Two Parent Participation Rate Report (Statewide Listing By County):** This report shows the Two-Parent Rate for each county in North Carolina. To run the report, select the Report Month. The results displayed will include the County Name, Report Month, Total Number Numerator Cases, Total Number Denominator Cases and the 2P Rate.
7. **Two Parent Participation Rate Report (Statewide Rate Only):** This report shows the Two-Parent Rate for the State. To run the report, select the Report Month. The results displayed will include Report Month, Total Number Numerator Cases, Total Number Denominator Cases and the 2P Rate.
8. **Two Parent Participation Rate Report Showing Recalculation Over Time:** This report shows the changes in the Two-Parent Participation Rate over time for a specified county. Changes are the result of re-loading the data based on updates in NC FAST. These updates are identified in this report by a case sequence number, displayed as Case Seqnbr. Each time the report month is re-loaded, this case sequence number is incremented by one. To run the report, select Report Month and County Name. The results displayed will include County Name, Report Month, Case Seqnbr, Total Number Numerator Cases, Total Number Denominator Cases and the 2 WP Rate.

9. **Graph Showing 2P Rate for County:** This query displays a graph showing the Two-Parent Rate for the specified county and report month(s). To run the query, select the County Name(s) and Report Month(s). Graph includes the County Name, 2P WP Rate and Report Month in a bar chart format.
10. **Graph Showing 2P Rate for State:** This query displays a graph showing the Two-Parent Rate for the State for specified report month(s). To run the query, select the Report Month(s). Graph includes the 2P WP Rate and Report Month(s) in a bar chart format.

C. Prior Months Data

When the monthly participation rate reports are generated, prior months within the current Federal Fiscal Year will recalculate. This recalculation allows for the inclusion of data entered in NC FAST after the calculation of the prior month's rates. This may result in additional hours being used in the calculations, which may increase the work participation rate for the previously submitted cases.

The field, Case Seqnbr (Case Sequence Number), will be used to distinguish between the different versions. Each time the report is recalculated, this numeric field increases by increments of one. State Sanctioned queries automatically pull the Case Seqnbr max, meaning the most current data received from NC FAST. Several of the queries mentioned above will display this field. This allows counties to see the changes in the data when the report is recalculated.

The first report month of the TANF Work Participation Rate queries using data from NC FAST will be October 2017. Over time, data from prior months will be added to these tables. Prior report months will be generated beginning with September 2017 and continuing back to January 2015. Counties will be notified when prior month's data is incorporated into the query tables.

TANF Work Participation data for November 2014 and December 2014 is unavailable due to the transition from the legacy systems, Eligibility Information System and Employment Program Information System, to NC FAST. Data from October 2014 through November 2010 is available in CSDW in the Work Participation State Sanctioned folder.

III. IMPLEMENTATION PROCEDURES

Currently, reports are available for report months of October 2017 through January 2018. Subsequent reports will be available in CSDW on the 22nd day of each month. If the run date occurs on the weekend or a designated State holiday the reports will be available on the next workday.

Counties must run and review reports no less frequently than monthly to ensure the accuracy of the Work First Employment Services participation data in NC FAST.

IV. EFFECTIVE DATE

The guidance provided in this Administrative Letter is effective April 1, 2018. If there are questions contact the DSS Operational Support Team (OST) via dss.policy.questions@dhhs.nc.gov.

Sincerely,

A handwritten signature in blue ink that reads "David Locklear". The signature is fluid and cursive, with the first name "David" being more prominent than the last name "Locklear".

David Locklear, Deputy Director
Economic and Family Services

DL/sdm