

DSS ADMINISTRATIVE LETTER NO. ECONOMIC INDEPENDENCE 09-2002

(Work First)

TO: County Directors of Social Services

ATTENTION: Work First Supervisors

SUBJECT: New Process for Calculating Participation Rates

DATE: July 18, 2002

The State is preparing to change the process for calculating Work First participation rates. Effective with the reporting month of July 2002, participation rates will be calculated in the Data Warehouse instead of in the State's mainframe computer system. At that time, there will be several technical changes that will improve the accuracy of the rates. The changes will also make the rates that are calculated for counties conform more closely to federal regulations and to the statewide rates that the State reports to the federal government.

Field 52 of Form DSS-6908

The current practice has been to key a "Y" in Field 52 of Form DSS-6908 to indicate satisfactory participation during the first partial month in Employment Services. Individuals with a "Y" in Field 52 for the month they were activated in EPIS were included in the numerator of the participation rate regardless of the number of hours completed. Field 52 will no longer be used for this purpose and is being disabled.

Effective July 2002, participants must complete (and have keyed) the minimum monthly number of hours required to count in the numerator, **even if it is their first month of participation in employment services and they were not active for the entire month.** For example, a participant with a work code of "B" must complete 120 hours in a four-week month to be included in the numerator.

ED. LEVEL Field in EIS

Teen parents count in the numerator if they maintain satisfactory attendance at a secondary school or the equivalent. In the past, this has been indicated by keying a "Y" in the ED. LEVEL field at the individual level in EIS, and these individuals have been added to the numerator regardless of whether they were active in EPIS.

Effective July 2002, these teen parents must be active in EPIS with an open "ED" component and with actual hours of school attendance keyed in order to be counted in the numerator. This is required by federal regulations. The activity type code must be

01, 02, or 03. Satisfactory attendance, according to the standard of the school, will be indicated by a zero in the second digit of the weeks field on form DSS-6908. Non-satisfactory attendance will be indicated by keying a "9" in the second digit of the weeks field.

If you have any questions, please contact your Work First Representative.

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

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