

Minnesota's Work Participation Rate

Information for Financial Workers
& Employment\Job Counselors

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What is the work participation rate?

The Temporary Assistance for Needy Families Work Participation Rate (TANF WPR, also known (a.k.a.) as “all families participation rate”) is the federally mandated work performance requirement for states that have a TANF program. Minnesota’s TANF program is the Minnesota Family Investment Program (MFIP). Effective 10/2009 some of the Work Benefit (WB) Program cases are counted in the WPR and make a significant increase in the WPR.

Note: *This data is based on the Final TANF Rule of the Federal Deficit Reduction Act of 2005 (DRA), a.k.a. TANF Reauthorization. The Final TANF Rule went into effect on October 1, 2008.*

- ◆ States must meet a 50 percent WPR. This standard is adjusted or reduced by the Caseload Reduction Credit (CRC).

A reduction is applied if the State’s average monthly assistance caseload decreased the previous Federal Fiscal Year (FFY) in comparison to its average monthly caseload in FFY 2005 (new baseline year) or another FFY as announced by the Administration for Children and Families (ACF).

Minnesota’s estimated WPR for FFY 2011 was 43.2 percent, which is 3.4 percent above the Adjusted Target WPR of 39.8 percent (50 – 10.2 CRC).

Minnesota’s preliminary estimate for the FFY2012 CRC is 50 percent because we do not have caseload reduction credits to reduce our target.

Who counts in the TANF WPR?

To help understand who counts in the TANF Work Participation Rate it is easier to explain who does not count in the WPR:

- MFIP or WB two-parent cases
- Federal food only cases
- MFIP/WB cases that received a \$0 TANF benefit issuance (i.e. suspended; opt out; sanctioned\recouped\prorated to zero; and totally cancelled issuance cases).
- MFIP cases in the first 3 months of sanction in a 12 month period
- Cases with a child under the age of one and not disregarded for this reason for more than 12 months since 10/1/02
- MFIP/WB cases served by Tribal work program

The TANF work participation rate, per the DRA, restricted who is counted. Although WB cases are not TANF cases, some of the following rules still apply to a WB case and are noted as such.

- The MFIP/WB case has to actually receive a cash benefit for the report month, but is not Tribal TANF (i.e. "County 88"\Mille Lacs Band of Ojibwe – federally funded TANF program).
- The MFIP household cannot contain two parents, unless one or both of the parents receive SSI/RSDI, or are ineligible due to immigration status. The WB household cannot contain two parents, unless one parent received SSI/RSDI or is ineligible due to immigration status; there cannot be two ineligible parents (no WB child only cases).

- The MFIP/WB case has to contain at least one "Work Eligible Individual" (WEI).
 - All eligible adults and all minor heads-of-household are considered to be WEIs unless they are a parent:
 - needed in the home to care for a disabled family member and are not successfully participating whether or not the disabled family member is in school full time or
 - receiving RSDI Disability and are not successfully participating
 - All ineligible parents are considered to be WEIs unless they are:
 - a non-citizen who is ineligible due to immigration status, or
 - a non-recipient parent receiving SSI/RSDI Disability and are not successfully participating, or
 - a parent needed in the home to care for a disabled family member and is not successfully participating whether or not the disabled family member is in school full time, or
 - a minor non-head-of-household

The Work Eligible Individual's case is disregarded (i.e. not in denominator) from the TANF work participation rate if the WEI is not successfully participating **and** the case meets one of these criteria:

- MFIP case is currently in work-related sanction **and** had 3 or fewer work-related sanctioned months in preceding 11 month period
- MFIP or WB cases with a caregiver who is the only natural/adoptive/step parent of a child under the age of one in the household and not disregarded for this reason for more than 11 months since 10/1/02
- MFIP or WB cases served by a tribal work program (Mille Lacs Band of Ojibwe, Red Lake Reservation, Leech Lake Reservation, White Earth Reservation, and Minnesota Chippewa Tribe), although WB case participants do not have to work with ES and will not be on WF1

Who is a WEI?

Work Eligible Individual (WEI) is the DRA term for who is included in the WPR and they must successfully meet the hourly work requirements. This WEI definition applies to the MFIP and WB programs.

- WEI's that are included in the **denominator**:
 1. an adult or minor head-of-household receiving assistance (includes children not removed from the grant when they turn 19)
 2. a non-recipient parent due to a time limit (J members removed for post 60 removal)
 3. a non-recipient parent receiving SSI or RSDI Disability – IF there are enough hours to meet the rate
 4. a non-recipient parent due to other reasons (F members removed for fraud, SSN non-coop, minor living arrangement; D members removed for foster care/adoption, parents that failed SSI test and have SSI = \$0 on UNEA; H members that are citizens but failed verification)

5. a parent caring for a disabled family member in the home – IF there are enough hours to meet the rate
 6. a recipient parent receiving RSDI Disability – IF there are enough hours to meet the rate
- Non-WEI adults (not counted):
 1. minor non-head-of-household caregivers
 2. a non-recipient, but not a parent (ineligible relative caregivers, e.g. grandma, aunt, etc.)
 3. a non-citizen (parent) who is ineligible due to immigration status (H member)
 4. a non-recipient parent receiving SSI or RSDI Disability – IF there are not enough hours to meet the rate
 5. a parent caring for a disabled family member in the home – IF there are not enough hours to meet the rate
 6. a recipient parent receiving RSDI Disability – IF there are not enough hours to meet the rate

Work requirements

Minimum work participation work requirements:

- 87 core hours for a single caregiver family with a child under age 6
- 130 hours with no child under age 6 (87 hours of this must be core hours)
- WPR Countable Activities

Core Activities	Non-Core Activities
<ul style="list-style-type: none"> ➤ Paid work (all types) ➤ Community/Volunteer service ¹ ➤ Unpaid work experience ¹ ➤ Job search² ➤ Vocational Training & Education (includes baccalaureate or advanced degree; maximum of 12 months in a lifetime) ➤ Providing child care for parents participating in community service <p>¹ a.k.a. Unpaid Employment Activity ² limit to 4 consecutive weeks (need 1 wk break), <u>can</u> count CD, MH, and Rehab services in category</p>	<ul style="list-style-type: none"> ➤ Job skills training directly related to employment (includes bachelor and advanced degree if < 2 years left once Voc Ed-core 12 month lifetime limit is used) ➤ Vocational Training & Education (13+ months) ➤ English as a Second Language (ESL) ➤ Adult Basic Education (ABE) ➤ Functional Work Literacy (FWL) ➤ HS/GED Age 20 + ➤ HS/GED teens (students who average 1+ weekly hours are deemed to meet the TANF work participation requirements)

○ WPR Non-Countable Activities

Neither Core or Non-Core Activities
➤ Screening
➤ Assessment
➤ Participating in Social Services
➤ Family Violence Waiver Activities
➤ Integrated Services Project (ISP) Activities
➤ Holding
➤ Holding-Sanctioned
➤ Other
➤ Job search/Job Readiness Assistance (after 4 consecutive weeks or 120 hours in most recent 12 months or that won't put case in numerator)

Why should you care about the work participation rate?

Each county in Minnesota is required to meet the 50 percent WPR or have a 5 percent improvement from the previous year to earn their 2.5 percent WPR performance bonus.

If a county does not meet the annual rate, they must submit a Performance Improvement Plan (PIP) annually to their county regional representative in the DHS Transition to Economic Stability (TES) division. If the PIP is approved, the county may receive the 2.5 percent WPR performance bonus. If the county does not submit or have an approved PIP, they will not receive this bonus.

Your role substantially impacts the work participation rate because of the data you gather from the clients and enter into your computer systems. The data in these systems is used to calculate the WPR.

The following information is grouped by what an employment/job counselor or a financial worker should know since it relates to your specific work. However, it is generally helpful to understand the other's role.

Coding MAXIS Accurately To Maximize the WPR

- 1) DRA allows us to disregard those parents caring for a disabled family member in the home **whether or not** the disabled member is a full-time student. PLEASE CODE CASES APPROPRIATELY.

The WEI caring for a family member must have STAT-EMPS:

“Mbr Required At Home For Special Medical Criteria” = 1, 2, or 3

or

“Mbr Required Home Care Ill/Incap family member” = Y

Note: We don't use the ES Status code displayed on EMPS, as more than one reason could apply, and a different ES Status could be assigned even when a disabled family member is in need of care.

For the disabled family member, STAT/DISA or STAT/UNEA income types SSI, VA-Disa, or Workers Comp need to be completed for the footer month. The STAT-UNEA prospective income must be greater than zero.

- 2) When removing an adult from a case through normal course of action (not calculation overpayment) make sure that STAT panels are not removed in a footer month in which the individual was eligible. You may be removing countable hours.
- 3) DRA allows us to count parents on SSI/RSDI and working as meeting the participation rate. (87 core hours; 130 hours rule applies)

To identify SSI/RSDI parents, the parent's membership code = D and the UNEA – IncomeType = SSI or RSDI Disa and verified prospective amount > \$0.

- 4) DRA DOES NOT ALLOW SELF REPORTING OF HOURS FOR THE PARTICIPANTS. Use eDoc – DHS-3336-ENG 8-08 Self Employment Report Form <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-3336-ENG>

The worker enters the income, hours, and expenses on the BUSI (Self-Employment Income) and RBIC (Room/Board Income Calculation) panel. The hours are calculated using the income and expenses the worker enters on MAXIS. Federal Reporting Formula = [Gross income – expenses]/federal minimum wage (\$7.25 eff. 7/24/09).

MAXIS DATA:

Additional items that need to be correct to prevent federal reporting issues and improve the participation rate:

- PROG – If a migrant case, make sure that the indicator is coded Y.
- MEMB – Code accurately and maintain data integrity.
 - Rel to Applicant must be correct and consistent with MEMI – Marital Status and Spouse Ref Nbr.
 - Race and Ethnicity codes – The feds reject data records with "Unable to Determine", staff should review this with the applicant to gather the most accurate data possible.
 - Check the age of the youngest child. Hours are calculated based on if there is a child < 6 yrs old in the case. A keying error on the birth date will cause either a loss of countable hours or be counted in the numerator with 87 hours, but require 130 hours if the child's birth date is wrong. (Note: *Feds require that we calculate age on the 1st of each month. This is different than how MAXIS calculates it; last day of the previous month.*)
- MEMI – Last Grade Completed, Marital Status and Spouse Ref Nbr
 - Effective December 2007 school hours for WPR federal reporting are pulled from the WF1 system. The MEMI – Last Grade Completed field is used to trigger DHS to pick up hours from WF1. It is still important to keep the SCHL panel updated with the correct data because it is used to help determine if a teen is a minor parent and other programs use it for budgeting.

```

12/13/11 11:00:55          MAXIS          FMCDAAM5
CAF 4,5,6a, 6b          Additional Member Info (MEMI)          1 Of 1

Ref Last First M * Ref Nbr: 01 SMITH, MARY A
01 SMITH MARY A * SSN: 111-22-3333 PMI: 001 PMI Type: M
03 HOUSE JACOB B * Actual Dt: __ __ ____ SMI: 12345678 Alien ID:
* Marital Status: N
* Spouse Ref Nbr: __
* Last Grade Completed: 12
* Citizen (Y/N): Y Citizenship Ver: BC
* SSA/MA Citizenship Ver: __
* Cmdty/Othr St FS End Dt: __ __ __ GRH St Resi (Y/N): __
* In MN > 12 Months (Y/N): __ Residence Ver: __
* MN Entry Date: __ __ __ Former State: __
* Time Limit: __ Temporary Residence: __
* Placement Type: __ Adoption Assistance: __
* Minor Crgvr Lvg Arrang: __ TANF Exemption: __
* Fam Vio Waiver Beg Dt: __ 01 __ ISP (Y/N): __

Mode: D Function: STAT Case Nbr: ____123 Month: 12 11 Command: ____ __ __
Sv: 00 PW: X001111 SW: Updated: 12 10 12 User: PWRMG72
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP PMI EXIT CNOTE PNOTE PREV NEXT EDIT OOPS TRBL INFO
  
```

- JOBS – Record monthly hours paid in the month accurately.
 - Use eDoc – DHS-5006X-ENG 1-YY Earned Income/Pay Period/Date Tracking Form – 20YY <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-5006-ENG>
 - Add up all the paid work hours for the month and round them accordingly – i.e. NN.01 to NN.49 round down to NN; NN.50 to NN.99 round up to the next whole number.
 - Record prospective hours as well as retrospective hours correctly.
 - Work study hours count even though income doesn't. Update monthly with the correct work study hours and income.
 - Per MAXIS POLI/TEMP TE02.08.142 –DO NOT CODE the JOBS panel with New Hire data! Send a request for verification of new job, wages, and hours to the participant. When verified information is received, update the JOBS panel in the appropriate month to reflect the change. If requested information is not received, take the appropriate action on the case.
 - Per MAXIS POLI/TEMP TE12.05 – If pay stub does not have documentation of hours or hourly rate and you are unable to get it, divide the monthly gross income by the federal minimum wage (\$7.25) and enter the result in the “Hrs” field.
 - Subsidized Income Type – The job counselor (JC) is responsible to let you know when the job is subsidized. Use the code provided by the JC or a code below based on the status update. Code the field in the month you budget subsidized employment income retrospectively. This field is used by DHS to measure “supported work” efforts to report to the legislature.

- 01 Subsidized Public Sector Employer
- 02 Subsidized Private Sector Employer
- 03 On-the-Job-Training
- 04 AmeriCorps (VISTA/state/National/NCCC)

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12/13/11 11:01:15                MAXIS                FMCFAAM1
CAF Question 35                Job Income (JOBS)                0 Of 0

Ref Last  First  M * Ref Nbr: 01 SMITH, MARY A
01 SMITH MARY  A *   Income Type:  _      Subsidized Income Type:  _
03 HOUSE JACOB B *     Ver:  _
*     Employer:  _
*   _ Employer Addr  GRH Income Unav 1st Mo: $  _
* Inc Start:  _ _ _ End:  _ _ _ Contract Thru:  _ _ _
*   Retrospective                Prospective
* Pay Date  Gross Wage          Pay Date  Gross Wage
*   _ _ _ $  _ _ _              _ _ _ $  _ _ _
*   _ _ _              _ _ _
*   _ _ _              _ _ _
*   _ _ _              _ _ _
*   _ _ _              _ _ _
*   Total: $  _ _ _              Total: $  _ _ _
* Pay Freq:  _ Hrs:  _              Hrs:  _
* Sig Chng:  _ _ FS Prosp Inc  _ HC Inc Est  _ EI Disreg
Mode: D Function: STAT Case Nbr:  _ _ 123 Month: 12 11 Command:  _ _ _
Sv: 00 PW: X001111 SW:  _ _ Updated:  _ _ User: PWRMG72
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP PMI  EXIT  CNOTE PNOTE          PREV NEXT  EDIT  OOPS  TRBL  INFO
  
```

- Even if a case is in sanction make sure hours are recorded correctly. DHS always looks for hours first and a reason to disregard second. Those in sanction might count in the numerator if meeting the 87 or 130 hour threshold.
- Update STAT panels to reflect changes in the cases that impact the EMPS – ES Status field or a case going from regular MFIP (TANF) to MFIP FSS. This data is used for numerous other reports and policy analysis. IF a barrier is identified, make the update(s) in the current and ongoing months and approve the ELIG version for the current month so that the case will be identified as an FSS case instead of a TANF case for that WPR report month. FSS cases are not counted in the WPR.

PAST MONTH CORRECTIONS

IF you realize that the information on any STAT panel is wrong:

- Correct it even though you cannot approve the results.
- JOBS, BUSI, and RBIC updates will be counted for up to two months after the current TANF report month (e.g. enter hours by July 1 for the April TANF report month).
- Make sure that the data is correct in the current month and future month, approve in ELIG for the current month forward.

EMPS – ES Status Codes

The Employment Services panel is used to determine the employment status of MFIP.

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12/13/11 11:26:16                                MAXIS                                FMCEWBM2
CAF Questions 12, 18-19  Employment Services (EMPS)                                0 Of 0

Ref Last  First  M * Ref Nbr: 01  SMITH, MARY A
01 SMITH MARY  A * Fin Orient Dt: __ __ __ Attended (Y/N): _ Good Cause: __
03 HOUSE JACOB B * Sanc Begin Dt: __ 01 __ End Date: __ 01 __
* * * * * * * * * Employment Services * * * * * * * * * *
* Mbr Required At Home For Special Medical Criteria: _
* Mbr Required Home Care Ill/Incap Family Mbr (Y/N): _
* Member Experiencing Personal/Family Crisis (Y/N): _
* Member Meets Hard To Employ Category: __
* _ Full-Time Care Of Child < 1 (Y/N): _
* _ FT Care Of Child < 12 Weeks (Y/N): _
* Return FSS Caregiver To Regular MFIP-FSS (Y/N): _
* ES Status:
* ES Referral Dt: __ __ __ 18/19 Year Old ES Option: __
* DWP Plan Date: __ __ __ Hrs/Week Work Activity: __
* Sanction Rsn: __ Beg Dt: __ 01 __ End Date: __ 01 __
  _ Other Provider Information Tribal Code: __
Mode: D Function: STAT Case Nbr: _____123 Month: 12 11 Command: _____
Sv: 00 PW: X001111 SW: Updated: User: PWRMG72
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-
HELP PMI EXIT CNOTE PNOTE PREV NEXT EDIT OOPS TRBL INFO

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Family Stabilization Services (FSS) was implemented February 1, 2008 and this is a current list of the codes for your reference. (UP) = Pre-60 months, *Italics* = not FSS codes

Code	Description – PF1
01	<i>Not Exempt</i>
02	Age 60 or Older (FSS Post-60)
06	<i>Pregnant or Incapacitated</i>
07	Ill/Incap > 30 Days (FSS Post-60)
08	Care Ill/Incap Fam Mbr (FSS Post-60)
09	<i>Pers/Family Crisis</i>
10	<i>Care of Child < 1</i>
11	Fam Violence Waiver (FSS Post-60)
12	Special Med Criteria (FSS Post-60)
13	IQ Tested < 80 (FSS Post-60)
14	Learning Disabled (FSS Post-60)
15	Mentally Ill (FSS Post-60)
16	Dev Disabled (FSS Post-60)
17	Unemployable (FSS Post-60)
18	SSI/RSDI Pending (FSS Post-60)
19	New Arrived Immigrant (FSS Post-60)
20	<i>(UP) Universal Participation</i>
21	Age 60 or Older (UP) (FSS Pre-60)
22	<i>Pregnant/Incap (UP)</i>
23	Ill/Incap > 30 Days (UP) (FSS Pre-60)
24	Care Ill/Incap Fam Mbr (UP) (FSS Pre-60)
26	Fam Violence Waiver (UP) (FSS Pre-60)
27	Special Med Criteria (UP) (FSS Pre-60)
28	IQ Tested < 80 (UP) (FSS Pre-60)
29	Learning Disabled (UP) (FSS Pre-60)
30	Mentally Ill (UP) (FSS Pre-60)
31	Dev Disabled (UP) (FSS Pre-60)
32	Unemployable (UP) (FSS Pre-60)
33	SSI/RSDI Pending (UP) (FSS Pre-60)
34	New Arrived Immigrant (UP) (FSS Pre-60)

Per MAXIS POLI/TEMP – TE02.08.171 (Returning FSS cases to standard MFIP cash/ES) an EMPS field, entitled “Return FSS Caregiver To Regular MFIP-ES (Y/N).” The field can be used at redetermination under which a County can switch a caregiver back to Non-FSS ES services for federal reporting purposes for three circumstances: family violence waiver; adult/child meets special medical criteria; and applying for SSI/RSDI.

Coding Employment Services Accurately To Maximize the WPR

Unpaid Work Activities, FLSA, and Deeming Hours of Participation

Unpaid work activities covered by the Fair Labor Standards Act (FLSA):

The TANF regulations require states to comply with the FLSA when assigning participants to unpaid work activities. Unpaid work activities include **Unpaid Work Experience (UWE)** and **Community Service Programs (CSP)**.

Participants engaged in UWE and CSP cannot be required or PERMITTED to work in these activities (or a combination of these activities) for more hours than are allowed under the FLSA.

To determine the maximum number of hours that a participant can work in these activities during an entire month divide the participant's MFIP grant (both the cash portion and food portion*) by the higher of the state (\$6.15 per hour) or federal minimum wage (\$7.25 per hour). Then, round down to the nearest whole hour.

***Note:** Beginning May 2009 this calculation includes the non-MFIP Food Support for a child/parent receiving SSI. That means more FLSA hours in unpaid activities are allowed. The final TANF/WB-MOE/FSS Work Participation Data Set file on the DEED website is currently the only report that has the federal food support (SNAP) amount for this SSI child/parent.

For example:

A participant's MFIP grant is \$365 (\$100 cash portion and \$265 food portion)

\$365 (MFIP grant) divided by \$7.25 (**federal minimum wage**) = 48.96 hours

Round down to the nearest whole hour: 48

In this example, the maximum number of hours this participant can work in UWE or CSP (or a combination of these two activities) during the entire month is **48**.

Deeming:

A participant who is engaged in an UWE or CSP for the maximum number of hours allowed under the FLSA is "deemed" to have met the federal TANF Work Participation Rate core hour requirement up to 87 hours.

Using the example above, if the participant is engaged in an UWE, CSP, or a combination of the two for 48 hours (the maximum number of hours allowed under the FLSA), the participant will have met the 87 core hour requirement. In other words, the state is allowed to "deem" the additional 39 hours needed to meet the 87 core hour requirement (48 actual hours plus 39 deemed hours = 87 core hours required).

But, if a participant fails to participate the maximum number of hours allowed or exceeds the 87 hours under the FLSA, no additional hours are deemed. Again, using the above example, if the Participant's unpaid work activity hours are not exactly equal to 48 hours, no additional hours would be deemed. The participant will not meet the 87 core hour requirement (unless the participant was engaged in additional core activities which, when added to the actual number of hours the participant was engaged in unpaid work activities, total 87 hours or more).

Tracking unpaid work hours (WF1) and the Federal WPR Report:

Record the actual number of hours the participant is engaged in an unpaid work activity each week. When the total monthly hours **equals** the maximum number allowed under the FLSA, DHS will report the additional “deemed” hours (behind the scene). **DO NOT RECORD THE “DEEMED” HOURS in WF1.**

FLSA prohibits exceeding maximum hours in unpaid work activity:

It is a violation of the FLSA to require or PERMIT a participant to be engaged in an unpaid work activity for more hours than is allowed under the FLSA.

Additional hours of other core and non-core activities is allowed:

A participant may be engaged in other core and non-core activities without violating the FLSA. The FLSA governs the number of hours we can require or permit a participant to work in an unpaid work activity.

Additional hours of job search/job readiness assistance, education and training, and paid employment may be added to the participant’s employment plan without violating the FLSA.

AmeriCorps/VISTA work exempt from FLSA and deeming provisions:

AmeriCorps and VISTA are considered community service programs. However, the hours a participant may be engaged in AmeriCorps or VISTA are not subject to the FLSA or the “deeming” provision.

Hours of participation in AmeriCorps and VISTA are recorded in MAXIS (JOBS panel). ES should enroll these participants in paid work experience in WF1. DHS does not count these hours from WF1.

TANF Work Participation Rate (WPR) Numerator:

A participant who is a single parent with a child under the age of six must be engaged in at least 87 hours of core activity during the month to be included in the federal TANF WPR numerator.

A participant who is not a single parent with a child under the age of six must be engaged in at least 130 hours in countable activities (core and non-core) of which 87 of those hours must be in core activities to be included in the federal TANF WPR numerator.

The provision that allows states to “deem” additional hours when a participant is engaged in an unpaid work activity the maximum number of hours allowed under the FLSA applies only to the core 87 hour requirement. It does not apply towards the additional 43 hours needed to meet the 130 hour requirement.

Two-Parent Cases:

The maximum number of hours allowed under the FLSA is case based (not person based). Use the family’s MFIP grant (both cash and food portions) to determine the maximum number of hours the family can participate in unpaid work activities. If a two-parent family has both parents engaged in an unpaid work activity, the total of their unpaid work hours cannot exceed the maximum allowed under the FLSA.

Rounding Unpaid Activity Hours:

For each week, round the number of hours the participant was engaged in an unpaid activity to the nearest whole number when the hours of participation are not equal to a whole number. That is, NN.01 to NN.49 rounds down to NN and NN.50 to NN.99 rounds up to the next whole number.

Apply the same rounding policy when a participant is engaged in more than one unpaid activity during the month. Round the hours for each unpaid activity separately each week.

The policy applies to the following unpaid core and non-core activities:

❖ Job Search/Job Readiness Assistance	❖ English as a Secondary Language (ESL)
❖ Unpaid Work Experience	❖ General Equivalency Degree (GED)
❖ Community/Volunteer Service Programs	❖ Functional Work Literacy (FWL)
❖ Vocational Educational Training (0-12 and 13-24 months)	❖ High School Completion
❖ Job Skills Training Directly Related to Employment	❖ Providing Child Care to Participant Engaged in Community Service Program
❖ Adult Basic Education (ABE)	

ES Activities

Volunteer & Community Service: The client must be working with a community organization with a public purpose and the work performed by the participant must improve their employability. Do not place participants in this activity for an extensive period of time.

Vocational Education: The feds count 12 months of vocational education in a life time. We will track the 12 months in either of the two Voc Ed activities in WF1. Training/Education less than 12 months and Training/Education 13-24 months will both be counted for this core activity. We will count either activity, or a combination of both activities for a total of 12 months. Once the 12 months have been used, the remaining training/education months will be reported by DHS behind the scenes as Job Skills Training Directly Related to Employment. Workers are to continue to track hours in the appropriate training/education activity.

Bachelor's or Advanced degree: If the plan is to finish a BA or advanced degree, as MFIP policy allows, and there is less than 2 years left to finish the degree, then these hours could be recorded as part of the vocational education core activity (up to the 12 month lifetime limit). Otherwise record this in Job Skills Training Directly Related to Employment.

Job Search: For federal reporting, JS hours are counted after all other activity hours are counted. The job search hours ration is 120/180 hours* in the most recent 12 month period (11 recent months and current report month), but we can still only count 4 consecutive weeks. There must be a break before the remaining hours can count. DHS defines a week from Sunday through Saturday and hours are reported in whatever month the week ends in. DHS will only use job search hours when it helps a case count in the numerator. Therefore, if there are core non-JS activity hours used for a case, the remaining job search hours will only count when in addition to other activities' hours it places a case in the numerator. DHS reports JS/JRA hours as "other work activities" **when:** hours in excess of those used to meet numerator requirement; hours are not enough to meet numerator requirement; hours exceed balance of 12 month allowance; or hours are in the 5th consecutive week. ESP should record all JS/JRA hours as JS/JRA activity.

Use eDoc – DHS-5784-ENG 10-11 Employment Services Weekly Job Search Activity
Documentation Log: <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-5784-ENG>

***Note:** Another reason all JS/JRA hours should be recorded is that the hours limit increases to 240/360 when a state meets the federal needy state definition. Minnesota has met the definition every month since January 2009.

Proxy Hours (Job Search): TANF regulations require states to report the actual hours of participation in all core and non-core activities, including hours of participation in Job Search. Proxy formulas should not be used to report the amount of time a participant spends in other job search related tasks/activities, such as writing resumes and thank you letters, or for looking for jobs in a newspaper or on-line. TANF requires states to report actual hours for these job search related tasks/activities.

Paid work: Is still being pulled from MAXIS, but if the client is in subsidized private/public employment, on-the job-training, or AmeriCorps/VISTA the job counselor must let the financial worker know so they can code the MAXIS JOBS panel correctly. Subsidized private/public sector employment is where an employer is reimbursed for wages the employer paid an MFIP participant. This includes instances where the ESP or tribal provider pays the wages directly to a MFIP participant who is assigned to a paid work experience position with another private/public sector employer.

How age is calculated: The feds calculate age on the first of the month, while MAXIS calculates the age based on the last day of the previous month. This means that if the client's birthday is on the 1st of the month, they are a year older. If it is any other day of the month the age changes the next month. This is important for counting school hours and for the age of the youngest child. DHS programs the reports to reflect this change. MAXIS will not change.

Caring for ill/incap family member: Participants needed in the home to care for an ill/incap family member can be disregarded from the rate with appropriate documentation. These cases must be coded correctly in MAXIS, see Coding MAXIS section for more information.

High School\GED Completion: Use eDoc DHS-2883 MDHS Request for Verification of School Attendance/Progress - English - 2-09 <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-2883-ENG>

School hours are pulled from WF1. This applies to all teen caregivers, including minor caregivers, so they must be enrolled in WF1. The MAXIS MEMI – Last Grade Completed field must be “< 12” and have an average weekly HS/GED hours > 0 (a minimum of 3 monthly school hours recorded in WF1, i.e. 3 divided by 4.33 = .69 and rounds up to 1 average weekly hour) to count the case as successfully participating (in the numerator). Both teen caregivers and caregivers in vocational education for 1-12 TANF months may be subject to the 30% education limit per federal regulations. Refer to the “Who is Subject to the 30% Education Limit” chart on the next page for more information.

Teens and Summer Activities: Teen caregivers who are not attending summer school or GED classes during the summer months and have a child under age 6 must be engaged in core work activities at least 87 hours per month to be included in the TANF Work Participation Rate numerator. Teen caregivers who are not attending summer school or GED classes during the summer and who do not have a child under the age of six must be engaged in 130 hours countable work activities during the summer months when school is not in session. 87 of the required 130 hours for teen caregivers who do not have a child under the age of six must be core activities. Note: A driver's education class is considered a job readiness assistance activity as it builds transportation and decision making skills.

Who Is Subject To The 30% Education Limit?

Subject to 30% Education Limit	MAXIS Data Used	WF1 Data
<p>Teen head of household or married teen (feds calculate age as of the 1st day of the month) with MAXIS – MEMI field Last Grade Completed < 12 and average weekly HS/GED hours > 0.</p> <p>If such a teen is the only caregiver in the household and has a child < age 6, the teen will not be subject to the 30% limit if they have 87 or more core activity hours that are not in vocational education.</p> <p>If the teen caregiver has no child < age 6 (e.g. a Pregnant Woman case), or the teen caregiver is not the head of household <u>and</u> is not married <u>and</u> is not a minor, the teen will not be subject to the 30% limit if they have 87 or more core activity hours that are not in vocational education. Such teens must also have enough hours in core and non-core activities to reach the 130 hour threshold.</p>	<p>MEMB – SSN, birth date, relationship to applicant (sometimes an issue because of inconsistent coding on MEMB & MEMI)</p> <p>MEMI – Last Grade Completed field triggers DHS to look at WF1 HS/GED hours; Marital Status; review for relationship data and inconsistencies (e.g. MEMI displays a “Spouse Ref Nbr” but that person’s “Rel To Applicant” on MEMB is not ‘02 Spouse’).</p> <p>PARE – used for relationships (sometimes a coding issue for step-dads or when a parent leaves the household and Elig version is approved)</p> <p>PREG – a pregnant woman is considered to be a parent.</p>	<p>Frozen data for the TANF report month is used. For example, the WPR for December 2011 will have all hour’s data frozen as of the last WF1 data warehouse load prior to March 2nd. Refer to the DEED website below for the WF1 data load calendar.</p> <p>http://www.positivelyminnesota.com/</p> <p>Click on Programs & Services tab then on Work Participation – MFIP and TANF under the Programs & Services Menu on the left</p> <p>GED Training and High School Completion activities and hours data from the WF1 Add Participation Hours panel is used.</p> <p>Issue identified: The data reported on WPR may have been changed by job counselors on WF1 after the frozen date. This issue impacts the TANF Case Review results.</p>
<p>Caregivers in Vocational Education for 1-12 TANF months since 10/1/02 (Last Grade Completed is not a criterion for this)</p>	<p>MEMB, MEMI, PARE – relationships</p> <p>All of the above MAXIS data is also used here, except Last Grade Completed</p>	<p>Training/education hours ≤ 12 months and Training/education hours 13-24 months activities and hours data from the WF1 Add Participation Hours panel is used.</p> <p>Hours must be > 0 average weekly hours. (Hours/4.33 = average weekly hours)</p> <p>The months for counting the 12 month lifetime maximum began on October 1, 2002, which is when MN lost its federal waiver.</p> <p>Once the 12 months are used, DHS reports the hours behind the scenes as Job Skills Directly Related to Employment.</p>

Tracking holiday and other excused absences: Only the holidays listed in Minnesota’s Work Verification Plan are allowed. The maximum for other excused absences is no more than 80 hours in the most recent 12-month period and no more than 16 hours in a report month. Record hours missed for each activity in the appropriate box. If a client was to do 4 hours in one activity and 2 hours in a second activity record actual missed hours in each activity. The total at the bottom will change when these hours are added.

List of Holidays per the MN Verification Plan:

- New Year’s Day (January 1st)
- Martin Luther King Day (3rd Monday in January)
- President’s Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (4th of July)
- Labor Day (1st Monday in September)
- Veterans Day (November 11th)
- Thanksgiving Day (4th Thursday in November)
- The Day after Thanksgiving (4th Friday in November)
- Christmas Day (December 25th)

These are the only authorized holidays. No substitutions allowed!

Individual participation hours: the same information is on the Mass participation screen.

Luis L Zavoral Record Id 100257994 MAXIS 24900

General DHS-IX Assessment **Program** Services Case Notes History Tickler

Application Eligibility Enrollment **Activity Status** Employment Plan Outcome

Add Participation Hours

Program: MFJP Program Sequence: 1
 Agency: Acme Agency Location: Location One
 Staff Entering: Jill Hillebregt Staff Assigned: Jill Hillebregt
 Month/Year: January/2010 Employment Plan Date: 04/29/2010
 Total Hours of Participation on Plan: Youngest Child's Date of Birth:
 Age of Youngest Child:

Record hours here

Activity Status Type	Start Date/End Date	Wk 1 1/1	Wk 2 1/3	Wk 3 1/10	Wk 4 1/17	Wk 5 1/24	Wk 6 1/31	Total
Job Search	12/04/2009	8	7	6	6	6	6	39
Holiday		8			8			16
Excused			1	2	2	2	2	9
Subtotal	Activity Participation	8	7	6	6	6	6	39
	Holiday	8	0	0	8	0	0	16
	Excused	0	1	2	2	2	2	9
MAXIS Work Hours								0
Month Total		16	8	8	16	8	8	64

Cancel

What is the required documentation for tracking hours?

The MFIP Employment Services Manual, Appendix E MFIP Activity Table provides detailed information on the documentation requirements for each activity. Generally, documentation consists of activity logs, school attendance records, group attendance records, pay stubs/self-employment forms/payment receipts, login/logout printouts, etc. for the activity the participant is required to do per the Employment Plan.

It is the job counselor's responsibility to:

- review all activity documentation, except pay stubs,
- decide if the documentation is complete and acceptable (supports the activity hours, DHS recommends adding a case note that documentation was “received, reviewed, and accepted as complete”), and
- record the activity hours accurately in WF1.

It is the financial worker's responsibility to:

- review paid work documentation (pay stubs/self-employment forms/payment receipts),
- decide if the documentation is complete and acceptable (provides paid work hours, or can use employment verification form to calculate hours worked*), and
- record the paid work hours in MAXIS.

*Note: Calculate the correct number of paid work hours for the month; consider regular hours worked vs. over-time vs. shift-differential hourly pay calculations; and do not count actual work hours more than once.

Documentation is important because the DRA requires states to monitor participants' engagement in work activities in order to verify hours of participation. The DHS – Transitional Support Quality Services Division (TSQS) is responsible for conducting this monitoring activity and reviews a statewide random sample of TANF cases each quarter.

The MFIP ES Manual, Appendix E MFIP Activity Table is the resource that the DHS TANF Work Participation case reviewers use when auditing cases. The case reviews are an internal control to ensure consistent measurement of the work participant rate and is part of the Minnesota Work Verification Plan.

How to Track ES Activity Hours per Week

For all activities the hours are tracked and recorded in WF1 in each week that they occur.

DHS reports, for federal reporting purposes, the hours for all activities, except job search, on a calendar month basis (1st day through last day of the month). DHS has defined a job search/job readiness assistance week as Sunday through Saturday. Participation hours for the entire JS/JR week are federally reported for the week/month the Saturday is in. The next page illustrates how job search hours are reported on the federal report. Note: the consecutive four week limit has not changed when reporting job search hours in the numerator for a case in the federal report.

How Job Search Hours are Reported on Federal Report

Example:

Participant is in Job Search activity for 4 hours (hrs) per day, 5 days per work week. JS activity occurred only on the shaded days.

The week and hours would look like this:

Week 1 – Sun 9/25 thru Sat 10/1, 20 hrs

Week 2 – Sun 10/2 thru Sat 10/8, 20 hrs

Week 3 – Sun 10/9 thru Sat 10/15, 20 hrs

Week 4 – Sun 10/16 thru Sat 10/22, 20 hrs

Week 5 – Sun 10/23 thru Sat 10/29, 0 JS hrs, 20 Other hrs (5th consecutive week)

Week 6 – Sun 10/30 thru Sat 11/5, 0 hrs for Oct., 20 JS hrs Nov. (week ends 11/5)

Federally reported October 2011 hours:

- 0 job search hours (because the 80 countable hours are less than 87 needed)
- 100 other hours (80 countable hrs plus 20 JS hrs from 10/23-29 since the 5th consecutive rule does not apply)

NOTE: All other activities are reported on a calendar month (no change).

October 2011

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

How are DHS and DEED data collected to calculate the rate?

The federal TANF report data is pulled from the DHS data warehouse (DWH) information that consists of data collected from the following source systems:

- MAXIS, e.g. JOBS, BUSI, RBIC, MEMB, MEMI, IMIG, PARE, PROG, EMPS, DISA, PREG, UNEA, PBEN, SANC, TIME, MONY, ELIG, etc.

MAXIS data frozen 31 days after the end of the TANF WPR report month:

- Demographic data
- Last Grade Completed
- Household Composition
- EMPS – ES Status Code
- SSN
- DISA
- Funding Source (FSS/TANF)
- Issuances

MAXIS data frozen 61 days after the end of the TANF WPR report month:

- Actual hours (JOBS/BUSI/RBIC)
- TIME panel data
- Medicaid Eligibility Determination
- Assistance Amount issued for report month – cash, child care, and child support

For example: the October WPR is calculated based on the hour information as of January 1. This is why it is important for financial workers to make previous month corrections even if they cannot approve that version.

- Work Force One, e.g. individual activity hours such as HS/GED, job search, unpaid work (community/volunteer services), ESL, FWL, etc.

WF1 data is generally loaded into the DHS data warehouse on each Saturday. A special end-of-month data load is planned for when the end of a month falls between Monday – Thursday. The WF1 data is considered frozen as of the last WF1 data warehouse load prior to the second day of the second month after the report month. For example: the Oct. WPR will have all hour's data frozen as of the last WF1 data warehouse load prior to Jan. 2nd. Refer to the DEED website below to view the WF1 data load calendar.

- Look at the DEED Positively Minnesota website to find your county's WPR per month.

http://www.positivelyminnesota.com/All_Programs_Services/MFIP_TANF_Data/index.aspx

What can be done to improve the WPR?

- 3 C's – continue to practice
 - Communicate – The data continues to show there is room for improvement, e.g. type of employment (especially for subsidized employment\supported work); EP – give a copy to the FW, if they know what is expected then they can monitor what's reported to them.

- Collaborate – Your roles are different and you both impact your clients, the work participation rate, TANF WP Case Reviews, and county funding.

Data comes from both the MAXIS (95%) and WF1 systems to determine the WPR. If Minnesota loses TANF Block Grant funding, everyone will be impacted.

- Cooperate – Both areas have stressful and ever changing jobs and sometimes it's difficult to stay on top of all of the changes and we can get into a blaming game. Help each other understand your roles and work to create a win-win outcome. If possible, once in a while volunteer to do something that isn't part of your regular job role, e.g. take the initiative to call the other worker to ask a question or clarify status update info.
- Additional handout(s) and tip sheets for employment counselors and financial workers can be found for at the following site:

http://www.dhs.state.mn.us/dhs16_161174#