



Bulletin

NUMBER

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DATE

June 10, 2014

OF INTEREST TO

County Directors

County Financial (MFIP)
Supervisors

MFIP Employment Services
Directors, Providers and
Staff

Tribal MFIP Employment
Services Providers and
Staff

ACTION/DUE DATE

Please read information
and prepare for
implementation

EXPIRATION DATE

June 10, 2016

Changes in Reporting of Errors for TANF WPR Documentation Reviews

TOPIC

Temporary Assistance for Needy Families (TANF) Work
Participation Rate (WPR) documentation review findings.

PURPOSE

Announce changes to the TANF WPR documentation
review error reporting

CONTACT

Paul H. Ramcharit
P.O. Box 64245
St. Paul, MN 55164-0245
651-431-3877
paul.ramcharit@state.mn.us

SIGNED

ERIN SULLIVAN SUTTON
Assistant Commissioner, Children and Family Services
Administration

TERMINOLOGY NOTICE

The terminology used to describe people we serve has
changed over time. The Minnesota Department of Human
Services (DHS) supports the use of "People First" language

I. Background

As part of the Deficit Reduction Act enacted in 2006, the federal government requires states to monitor participants' engagement in work activities in order to verify hours reported in the Work Participation Rate (WPR). The regulation pertaining to the case auditing process is 45 C.F.R. §261.62 (b) (5). The department conducts a quarterly documentation review of a statewide random sample of TANF and Work Benefit cases from data submitted in the federal WPR denominator.

II. Current Documentation Review Error Reporting

When there is a discrepancy between the hours reported in MAXIS and/or WF1, and the hours verified by the documentation review, the case is cited as having an incorrect finding for documentation of WPR hours reported. Reporting does not distinguish between errors that have no impact on the WPR, and errors that would have prompted a change in the WPR. In other words, a case is cited as incorrect for documentation of WPR hours reported whether there are small computational errors or errors that have a direct impact on the WPR. Given this distinction, DHS is changing the way errors are classified and reported in the WPR documentation reviews.

III. Changes in Documentation Review Error Reporting

Beginning with the first quarter of federal fiscal year 2014 (Oct.-Dec. 2013), a case reviewed for documentation will receive one of three findings: (1) No documentation error(s); (2) Technical documentation error(s); or (3) Critical documentation error(s):

- A case with **no documentation error(s)** means that the hours reported in WPR were confirmed to be correct after the documentation review.
- A case with **technical documentation error(s)** means that the documentation review found error(s) that would have prompted a revision in the hours reported, but not a change in the numerator or denominator values of the WPR.
- A case with **critical documentation error(s)** means that the documentation review found error(s) that would have prompted a change in the numerator and/or denominator value(s) of the WPR. Critical errors have a direct impact on the state's WPR. Examples of critical errors would include: A case reported as having sufficient hours to meet the WPR required hours, but the review did not find documentation of sufficient hours on file; a case was reported as having insufficient hours to meet the WPR required hours, but the review found sufficient hours documented on file; a case was included in the denominator and/or numerator values of the WPR, but the review found documentation to substantiate that a case should have been excluded from WPR reporting.

WPR documentation review reports are available on CountyLink under the sub-menu [CountyReports/Results](#), and the section titled, Minnesota TANF Work Participation Rate Documentation Reviews.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling 651- 431-3936 (voice) or toll free at 800-366-7895 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.