

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814

February 5, 2008

ALL-COUNTY LETTER NO. 08-08

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
WORK PARTICIPATION RATE DATA REPORTING

REFERENCE: ALL COUNTY LETTER (ACL) 07-05

The purpose of this letter is to provide revised data reporting instructions for the E2Lite work participation rate data reporting system. Based on county input after using the system since October 1, 2006, changes have been made to the questions, as well as the flow of the questions. The information in this ACL is consistent with the federal regulations released on June 28, 2006. In addition, the instructions and definitions have been revised to incorporate the changes required by California's Work Verification Plan which was approved by the federal Administration for Children and Families (ACF) on September 25, 2007.

This ACL transmits the following information:

- Attachment 1, Definitions, provides definitions of items that will assist in the completion of the data elements. These definitions are based on federal TANF data reporting requirements and provide additional guidance for completion of the questions reported via the E2Lite tool or provision of the data elements in the comma separated values (CSV) file.

In general, the definitions have not changed. Additional clarification may have been added based on county questions and the approved Work Verification Plan.

- Attachment 2, General Information on Reporting Participation Based on Actual Hours and Documenting Participation, provides general information about reporting and documenting work participation hours based on federal rules. This information is based on the California Work Verification Plan that was approved by the federal ACF.

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

Changes were made in the area of excused absences and exception reporting based on the approved Work Verification Plan. In addition, clarification has been added in the areas of projection of hours and excused absences in unpaid work activities.

- Attachment 3, County Work Participation Rate Data Elements and Instructions, provides the web-based survey questions and instructions. The instructions are based on the federal TANF data reporting requirements and the Work Verification Plan and also apply to data elements required for the CSV file.

In some areas, the instructions have been expanded based on questions received from counties, as well as the approval of the Work Verification Plan.

- Attachment 4, County Work Participation Rate Data Collection and Sample Information, contains updated information on the county work participation rate sample or universe used to determine the county work participation rate.
- Attachment 5, County Work Participation Rate Contact Sheet, is to be used when counties need to notify the California Department of Social Services (CDSS) of a change in the county contact(s) for the work participation rate information.

This document has been revised and should continue to be updated by each county when the contact information changes.

- Attachment 6, CDSS Contacts for Counties, lists the CDSS contacts for counties for the county work participation rate data collections. Questions relating to the use of the web-based tool, CSV, sample, data elements or instructions, or calculation of the county's rate should be addressed to the individual assigned to your county.
- Attachment 7, County Work Participation Rate Sample Sizes, provides the county Federal Fiscal Year (FFY) 2008 work participation rate sample sizes for counties.

The web-based survey is accessible at <https://secure.dss.cahwnet.gov/admin/rad/e2lv2/>. The CSV file may be accessed at <https://secure.dss.cahwnet.gov/admin/rad/e2lv2/auto>. More information regarding the specifications for both the web-based survey and the CSV may be found at <https://secure.dss.cahwnet.gov/admin/rad/e2laspecs/>.

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Any questions about information in this letter should be directed your county consultant identified on Attachment 6, or Karen Kennedy, manager in the Federal Data Reporting and Analysis Bureau, at (916) 657-3400.

Sincerely,

Original Document Signed By:

ERIC FUJII
Deputy Director
Administration Division

Attachments

c: CWDA
CSAC

Definitions

These definitions are consistent with the final Temporary Assistance for Needy Families (TANF) regulations released June 28, 2006 and the Work Verification Plan approved by the federal Administration for Children and Families (ACF) on September 25, 2007.

Adult:

An adult is a person who is either:

1. Nineteen years of age or older; or
2. Eighteen years of age and head of household; or
3. A minor head of household, including a teen parent married to the head of household.

Aided caretaker relative:

An aided caretaker relative is a relative other than a parent (natural or adoptive) or stepparent head of household with insufficient income to meet his or her own needs.

Assistance:

Assistance is defined as: cash payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. Benefits provided in the form of payments by a California Work Opportunity and Responsibility to Kids (CalWORKs) agency to individual recipients and conditioned on their participation in work experience, community service, or other work activities are included in this definition of assistance. Supportive services such as transportation and child care provided to families who are not employed are also defined as assistance except where specifically excluded by the seven exclusions listed below. The term "assistance" excludes:

1. Non-recurring short-term benefits (such as payments for rent deposits or appliance repairs) that:
 - A. Are designed to deal with a specific crisis situation or episode of need;
 - B. Are not intended to meet recurrent or ongoing needs; and
 - C. Will not extend beyond four months.

The exclusion of non-recurrent short-term benefits also applies to supportive services to recently employed families, during temporary periods of unemployment in order to enable continuity in their service arrangements.

2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
3. Supportive services such as child care and transportation provided to families who are employed;
4. Refundable earned income tax credits;
5. Contributions to, and disbursements from, Individual Development Accounts;
6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
7. Transportation benefits provided under an Access to Jobs or Reverse Commute Project, pursuant to section 404(k) of the Personal Responsibility and Work

Opportunities Reform Act (PRWORA) to an individual who is not otherwise receiving assistance.

Community service programs:

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.

Daily supervision:

Daily supervision is the supervision determined appropriate and provided by the training or service provider at the same level as other employees or trainees. If the work-eligible individual is assigned to an activity that is not supervised on a daily basis due to the nature of the activity, such as self-directed job search and job readiness assistance, the individual must communicate and/or discuss his or her participation on a daily basis with a service provider or case manager to ensure that he or she receives support and direction in the activity. Documentation of this communication, whether by e-mail, telephone or in person, must be maintained in the case file.

Disabled:

Disabled means the work-eligible individual who has a physical or mental illness, defect, or impairment that reduces substantially, or eliminates the parent's ability to support or care for the child for a period which is expected to last at least 30 days, and which is supported by acceptable evidence. Acceptable evidence is (1) a finding of eligibility for Old Age Survivor and Disability Insurance (OASDI), Supplemental Security Income/State Supplementary Program (SSI/SSP), Workers' Compensation or State Disability Insurance (SDI) benefits based upon the parent's disability, or (2) Form CW 61 (Medical Report) or other written statement from a physician, licensed or certified psychologist, or by an authorized member of his or her staff with access to the patient's medical records that provides information sufficient to substantiate the determination of incapacity. See Manual of Policies and Procedures (MPP) Section 41-430 for additional information about physical or mental incapacity of a parent.

Disregard:

To "disregard" from the participation rate means the TANF family is not included in the calculation (numerator or denominator) of the work participation rate.

Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency:

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job or job offer. The activity is primarily for adults without a high school diploma or General Educational Development (GED) credential and includes adult basic education, English as a Second Language (ESL) and, where required as a

prerequisite for employment, education leading to a GED credential or high school equivalency diploma.

Exempt:

Based on federal data reporting instructions, “exempt” means that the individual is not penalized for failure to engage in work (i.e., the individual has a good cause exception); however, the TANF family is included in the denominator in the calculation of the work participation rate.

Head-of-Household:

There is not a definition of head-of-household for CalWORKs purposes, other than the Food Stamp definition. MPP Section 63-402.5 states that the County Welfare Department (CWD) shall permit the household to designate a responsible household member to serve as the head-of-household. For CalWORKs purposes, the head-of-household is commonly known to be the payee for the case.

Job search and job readiness:

Job search is an activity in which the participant’s principal activity is to seek employment. Job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs. Job readiness assistance is an activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual’s capacity to move toward self-sufficiency. Job readiness assistance also comprises the following activities:

1. Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training; and
2. Substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable.

Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous or Narcotics Anonymous.

While the Family Violence Option has been adopted for domestic abuse victims, on a case-by-case basis, if the individuals are capable of employment, they have the opportunity to address barriers to employment. Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; financial planning; and life skills training.

The criteria professionals use for assigning these services is that they must be necessary to prepare an individual to obtain or maintain employment or participate in welfare-to-work (WTW) activities and must be verified and documented in the WTW

plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

3. Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or participate in other WTW activities.
4. Hours reported under this activity may include time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting resumes and completing applications.

Hours spent in these activities are verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation include in the case file.

Job skills training directly related to employment:

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any state-certified college or university. Activities may include vocational educational training that has been extended beyond 12 months.

In some instances, the job skills training is completed as part of distance learning. Participation will count toward job skill training directly related to employment only when the time spent online can be monitored by the service provider and reported to the county welfare department and documented in the case file. Only structured and monitored study sessions that can be documented are counted.

On-the-Job Training:

On-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills essential to the full and adequate performance of the job. The employer is subsidized to offset training costs.

Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient’s employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education

(e.g., nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational educational training, or job search/ job readiness assistance, as appropriate.

Parent:

A parent is a natural or adoptive parent of a minor child.

Primary Sample:

The primary samples of two-parent and all families cases consist of families that are identified on the Medi-Cal Eligibility Data System (MEDS) file prior to the sample month. These samples are drawn around the end of the month prior to the sample month and contain the majority of the sample cases for a month. Primary samples are combined with appropriate supplementary samples for the same month in order to represent the caseload for the review month and to produce the monthly work participation rates.

Providing care for a disabled family member:

This is an individual who is providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation:

1. Disabled means the individual is receiving benefits from SDI, Workers' Compensation Temporary Disability Insurance, In-Home Supportive Services or SSI/SSP. For adult family members, disabled also means the individual is temporarily disabled and the disability is expected to last at least 30 days and significantly impairs the individual's ability to be regularly employed or participate in activities. For family members who are children, the disability significantly impairs his or her ability to participate in school activities. In addition to providing verification from a doctor of his or her disability, the individual is required to actively seek treatment, if appropriate, as verified by a doctor.
2. Family member means the individual is a relative living in the household. A relative may be any relation by blood, marriage or adoption who is within the fifth degree of kinship to the dependent child, as defined in MPP Section 82-808.
3. Attending school full-time means attending school for the number of hours, weeks, or days determined by the school district or service provider to be full-time. Attendance is actual attendance and not based solely on enrollment. Documentation that confirms the condition or disability may also be verified by information that is already contained in the case file. Such ability to actually attend school shall be reviewed on a no less than annual basis and must be documented in the case file. If a family member cannot regularly attend school during school hours, then the parent is qualified for the exclusion. The exclusion for not having a family member in school full-time must be accompanied by a medical examination by a doctor. Doctor means a health care professional who is licensed by a state to diagnose/treat physical and mental impairments that can affect an individual's ability to work or participate in WTW activities. Doctor includes, but is not limited to,

doctors of medicine, osteopathy, chiropractic, and licensed/certified psychologists. The examination must confirm that the condition or disability may require the parent to care for the disabled family member at home, or not at school, during school hours, and thus affect the family member's probability of attending school full-time. Home-schooling due to the family member having a disability that prevents full-time attendance in school does not qualify as "attending school full-time."

Providing child care to an individual who is participating in a community service program:

For federal data reporting purposes, providing child care to an individual participating in community services is providing child care to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for his or her own children in the home while the other parent participates in activities. In most situations, this activity would be reported as unsubsidized employment.

Sample:

A sample is a part of a larger population that is intended to be representative of the whole population. It is used when it is not feasible to examine the entire population. The County Work Participation Rate (CWPR) sample is a statistically valid random sampling of TANF cases. The sample cases are drawn from the CWPR universe, which is based upon case characteristics found in the MEDS file. In order to produce the valid all-families and two-parent work participation rates, the sample consists of two TANF sub-groups: two-parent families and all-families cases.

Sanction:

Sanction means a reduction in the family's grant by removing the noncomplying family member from the assistance unit due to failing or refusing to comply with program requirements without good cause.

Satisfactory school attendance at secondary school or in a course of study leading to a certificate of general equivalence in the case of a recipient who has not completed secondary school or received such a certificate:

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED credential.

In addition, case management services are provided to minor parents in this activity. Case management involves directing and coordinating a recipient's educational, health, and social services and may include ESL, career training, alternative school, tutoring, dropout prevention, and teen pregnancy or parenting programs. The case management programs are essential to this work category in that they address the special social service needs of minor parents. Meeting these specific needs helps this group of recipients attain a GED

credential or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation is completed as part of distance learning and counts toward satisfactory school attendance only when the time spent is monitored by the service provider and is reported to the county welfare department on a monthly basis. Only structured and monitored study sessions that can be documented will be counted.

Single custodial parent:

A single custodial parent is a parent of an eligible child, who lives in a home that does not contain more than one parent.

Subsidized private sector employment:

Subsidized private sector employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting, (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work.

Subsidized public sector employment:

Subsidized public sector employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work.

Supplementary sample:

The supplementary samples consist of cases that received aid during the sample month but were not identified on the MEDS file when the primary sample was drawn. These samples are drawn about the end of the month following the sample month, and are combined with the primary samples to represent the sample for the review month and to produce the monthly work participation rates.

Example: The January primary sample is pulled about December 26th.

The January supplementary sample is pulled about February 26th.

TANF Family/Assistance Unit:

A TANF family/assistance unit is defined as all individuals receiving assistance as part of a family under the TANF program, and the following additional persons:

1. Parent(s) or caretaker relative(s) (including those receiving SSI) of any minor child receiving assistance;
2. Minor siblings (including those receiving SSI) of any child receiving assistance; and
3. Any person whose income or resources would be counted in determining the family's eligibility for, or amount of, assistance.

Two-parent family:

A two-parent family is a family with two work-eligible natural or adoptive parents (of the same minor child) who are non-disabled individuals and living in the home, unless both are minors and neither is a head of household.

Universe:

A universe is a set of individuals, items, or data from which a statistical sample is taken. The CWPR sample universe consists of all TANF eligible cases found on the MEDS file for each sample month, minus any federally sampled Research and Development Enterprise Project (RADEP) and Q5i cases.

Unsubsidized employment:

Unsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journeyman by day and attend classes are also considered unsubsidized employment. For an apprenticeship to be considered in this category, only the hours that are paid by the employer are counted as unsubsidized employment. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

Vocational educational training:

For federal data reporting purposes, vocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations that require training other than a baccalaureate or advanced degree. Vocational education must be provided by vocational-technical schools, postsecondary institutions and proprietary schools. Vocational educational training placements are documented on a list developed by each county. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational educational training and/or to assign activities as a result of assessment. For programs not on the county's list, the CWD determines if the program is directly related to job preparation.

In some instances, the vocational educational training is completed as part of distance learning. Participation counts toward vocational educational training hours only when the

time spent is monitored by the service provider and reported to the CWD. Only structured and monitored study sessions which can be documented in the case file are counted.

Work-eligible:

Work-eligible means an adult (or minor child head of household) receiving assistance under TANF or a separate state program or a non-recipient parent living with a child receiving such assistance unless the parent is:

1. A minor parent and not the head of household or spouse of the head of household;
2. A noncitizen that is ineligible to receive assistance due to his or her immigration status;
3. A recipient of SSI benefits;
4. Providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation; or
5. An individual in a family receiving Maintenance of Effort-funded assistance under an approved Tribal TANF program.

Work experience:

Work experience is training in the public or private sector that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment.

County Work Participation Rate

General Information on Reporting and Documenting Participation Based on Actual Hours

The following information provides additional clarification for counties in the reporting of actual hours as well as for documentation of participation for reporting data in E2Lite or comma separated values (CSV) file. These instructions are consistent with the instructions provided to county and state staff that collects data for federal data reporting (via the Research and Development Project) submitted to the Administration for Children and Families (ACF) and used to calculate the statewide federal work participation rate. In addition, they are consistent with the federal regulations released on June 28, 2006 and California's Work Verification Plan which was approved by the federal ACF on September 25, 2007.

ACTUAL HOURS OF PARTICIPATION

Federal data reporting regulations require reporting and verification of actual hours of participation. Therefore, since these reporting instructions are consistent with federal instructions, counties are required to report actual hours of participation in work related activities.

PROJECTION OF HOURS

Beginning October 1, 2006, hours of participation in unsubsidized employment will be projected based on current, documented and verified actual hours. Generally, this information will be obtained using pay stubs and/or information reported through the QR 7 process and/or other data sources such as employer reports and time and attendance records. Recipient eligibility and benefits for the quarter are based on information provided on the QR 7 form. Evidence must be submitted with the QR 7 form to verify the reported information. If an individual reports employment information on a QR 7 form that meets the federal hourly requirements of 20, 30, or 35 hours, those hours of employment will be projected as participation for three months, consistent with the eligibility determination for that same period of time.

Example: QR 7 report month for February is submitted to the county in March. The February QR 7 is used to determine eligibility for the April/May/June payment quarter. If sufficient hours are reported for the February report month, the earnings reported on the February QR 7 may be used for or projected for cases that come up for review in up to three months (April, May or June). The earnings may not be used or projected for case reviews in March or any month after June.

Weekly hours of participation are determined by dividing the total monthly hours by 4.33 (the average number of weeks per month). If an individual reports a change in work hours mid-quarter, the average weekly projected hours will be recalculated for purposes of participation.

PARTICIPATION FOR PARTIAL MONTHS OF AID

If a family receives assistance for only part of a month, an adult in the family must be engaged in work for the minimum average number of hours in each full week that the family receives assistance in that month to be counted as meeting the work participation requirement for that month.

For new applicant cases, assistance granted retroactively shall be excluded from the participation rate calculations even though they are included in the sample. The month in which assistance was received is the first month the new applicant case shall be counted in the calculations. To exclude the retroactively granted new applicant case from the calculations, answer “No” to the question regarding receipt of assistance (Question #1).

Example of Participation for Partial Months of Aid: If a family applies for assistance on March 25th and the county grants the application as of April 14th to cover assistance for March and April, the case should not be included in the March sample because no aid was received in that month. However, the case must be included in the sample for the month of April because the family’s application was granted before the end of April. Since the individual is aided for the entire month of April, he or she is required to meet the work requirements for the entire month.

If a family is aided for the entire month, but the individual only participates for part of the month, the average weekly hours are computed by dividing the total number of hours for the month by 4.33 to determine the average weekly hours.

FAIR LABOR STANDARDS ACT (FLSA) DEEMING

Since the FLSA applies to work experience and community service, these participants are considered employees. Determine the maximum monthly hours of participation by combining the California Work Opportunity and Responsibility to Kids grant for the assistance unit and the assistance unit’s portion of the food stamp allotment for the sample month and dividing it by the state or federal minimum wage, whichever is higher. The individual cannot be required to participate more than that number of hours in work experience or community service during the month. When FLSA deeming is used, required hours are tracked and recorded using the verification and documentation procedures for the work experience and community service activities. Report the actual number of participant hours and if the actual number of hours is equal or greater than the calculated number of hours, but not sufficient to meet the hourly requirement of 20 core hours, the state will deem 20 core hours in the calculation of the county’s rate. If the work-eligible individual does not participate for the required number of hours, no deeming will occur. For families that need additional hours beyond the core activity requirement, these hours must be satisfied in some other Temporary Assistance for Needy Families work activity.

DOCUMENTATION OF HOURS OF PARTICIPATION IN CASE FILE

Generally, the actual hours of participation are documented and verified during the eligibility process using information reported on the QR 7, which is signed by the head of household under penalty of perjury, and/or other records in the case file. Recipient eligibility and benefits for the quarter are based on information provided on the form. In general, evidence must be submitted with the QR 7 form to verify the reported information. Participants are responsible for making available to the county welfare department (CWD) all documents in their possession or available to them that are needed to verify reported income as well as the date of receipt. Evidence of income includes pay stubs, or other employer-produced documents that support the individual's employment. If the information necessary to verify actual hours is not in the case file, the CWD should seek verification from the recipient.

If the verification is not available from the recipient, the county shall provide the recipient assistance in obtaining the information by placing a phone call to the employer or sending a letter to verify the participant's work hours, then documenting the communication including the participant's name, the name of the employer, work site supervisor or other service provider, the number of hours, and the name and phone number of the person verifying the hours. Documentation of hours of participation is maintained in the case file.

Third-party sources of employment information, such as the National Directory of New Hire listing and the Income and Eligibility Verification System matches may be accessed when additional employment verification is necessary. Prior to counting these hours, the information from these or other third-party sources must be verified through collateral contact as described above. The Work Number is a resource that can be used by counties to verify employment. Counties are permitted to use the information obtained from this source in the same manner as they would use information provided by the employer. Therefore, no further verification of employment is necessary when using The Work Number. Please refer to All County Letter 02-42 for further information on The Work Number.

Case records are required to be retained for three years or longer, if any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period. The retention period extends until completion of the action and resolution of all issues which arise from it, or the three-year period, whichever is later.

SCHOOL ATTENDANCE

Teen parent heads of household or spouses without a high school diploma who are properly enrolled in secondary school or its equivalent and are satisfactorily attending classes may be considered both making satisfactory progress and participating. The county should report the actual number of participant hours and if the actual number is not sufficient to meet the hourly requirement, the state will deem 20 core hours in the calculation of the county's rate.

These individuals must make good or satisfactory progress which may include, but is not limited to, performance, attendance, and/or completion timeframes under the standards of the institution or program. These determinations must be documented in the case file.

EXCUSED ABSENCES IN UNPAID WORK ACTIVITIES

Each work-eligible individual recipient engaged in unpaid work activities is allowed excused absences. These absences include ten state holidays as well as ten additional excused absences during a 12-month period. The following state holidays are allowed as excused absences: New Year's Day, Martin Luther King, Jr. Day, President's Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, and Christmas Day. In addition, ten excused absences, not more than two per month, are allowed for semester breaks, planned work shutdowns, school appointments, medical appointments for self or dependants, caseworker appointments, child care breakdown, child illness, family problems including domestic abuse issues, housing issues, transportation breakdown, and other similar problems. Documentation and verification of excused absences must be maintained in the case file.

Counting Excused Absences

1. A state holiday, as defined above, plus two additional excused absences may be counted in a review month, as long as the additional excused absence does not exceed the limit of ten excused absences in a 12-month period.
2. Only the number of hours the work-eligible individual was scheduled to participate may be used as excused absence hours and counted. Any number of excused absence hours used toward meeting participation requirements counts toward the limits of two days per month and ten days in a 12-month period.

County Work Participation Rate Data Elements and Instructions

The county work participation rate questions and accompanying instructions are based on the final Temporary Assistance for Needy Families (TANF) regulations released on June 28, 2006, the federal data reporting requirements, and the Work Verification Plan approved by the federal Administration for Children and Families (ACF) on September 25, 2007. The data elements and instructions are required for the E2Lite and the comma separated values (CSV) file. In addition, the data elements referred to in All County Letter 06-42, Implementation of California Work Opportunity and Responsibility to Kids (CalWORKs) and Welfare to Work (WTW) Pay for Performance program, are included.

In order for hours of participation to count toward the work participation rate, the county must document the participation hours in the individual's case file. Verification of the hours of participation must also be maintained in the case file. Consistent with ACF's current practice, data for cases can be resubmitted during the federal fiscal year if additional participation information and the appropriate documentation for the review month become available after initial submission. Please refer to the Enterprise II Lite (E2L) User Manual for additional information on re-submitting data.

Case Information

1. Did the assistance unit receive TANF assistance for the review month?

Enter yes if the assistance unit received assistance for the review month, even if it is later determined to be an overpayment. This would also include a grant for which a check is not issued because it is less than \$10. Foster Care and Kinship Guardian Assistance Payments (Kin-GAP) are not considered TANF assistance. A new case granted retroactively for a prior month should be excluded if no assistance was received in the month it is paid for. If yes, this case will be included in the calculation in one or both of the rates. If no, the survey is complete and this case will not be included in either of the rate calculations. No further data collection is necessary.

2. If yes to #1, was the head-of-household a work-eligible member of this assistance unit in the review month?

Enter yes if the individual meets the definition of a work-eligible individual. A work-eligible individual is an adult (or minor head-of-household) receiving assistance under TANF or a Separate State program or a non-recipient parent living with a child receiving assistance unless the parent is:

- *A minor parent and not the head-of-household or spouse of the head-of-household;*
- *A noncitizen who is ineligible to receive assistance due to his or her immigration status;*
- *A recipient of Supplemental Security Income (SSI);*
- *Providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation; or*

- *An individual in a family receiving Maintenance of Effort (MOE)-funded assistance under an approved Tribal TANF program.*

If the head-of-household does not meet the definition of a work-eligible individual, enter no.

3. *If yes to #2, enter the date of birth for the head-of-household.*

Enter the eight-digit code for date of birth for the adult (or minor child head-of-household) in the format MMDDYYYY. If the county is using the CSV, the format must be MM/DD/YYYY.

4. *Did the head-of-household participate in any work activities during the review month?*

If yes, provide the average number of hours per week of participation during the review month in the appropriate work activity(ies) below. If the head-of-household did not participate during the review month, enter no.

For each work activity (below) in which a work-eligible individual participates, determine the actual hours of participation for each week in the report month. This should be accomplished by totaling the number of hours in the month and dividing by 4.33. Enter the average hours per week for each activity. Counties must document actual participation in each work activity and identify the source of the documentation which must be maintained in the case file or automated system.

5. *Unsubsidized Employment*

Unsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers.

Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journeyman by day and attend classes are also considered unsubsidized employment. For an apprenticeship to be considered in this category, only the hours that are paid by the employer are counted as unsubsidized employment.

The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

Net self-employment income is determined by offsetting monthly business expenses, evidenced by receipts submitted by the participant, against monthly gross income from self-employment. Based on current CalWORKs eligibility rules, the recipient may choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income, which will be reported as business expenses for federal data reporting purposes. The number of countable hours is determined by dividing the net self-employment income by the federal minimum wage

then dividing by 4.33 to determine the average weekly hours. Enter the weekly average of the actual number of hours participated in the month.

6. Subsidized Private Sector Employment

Subsidized private sector employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Enter the weekly average of the actual number of hours participated in the month.

7. Subsidized Public Sector Employment

Subsidized public sector employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Enter the weekly average of the actual number of hours participated in the month.

8. Work Experience

Work experience is training in the public or private sector that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment.

Hours shall be limited as follows:

- *When the assistance unit includes food stamp recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the food stamp allotment divided by the state or federal minimum wage, whichever is higher; or*
- *When the assistance unit does not include food stamp recipients, the individual shall participate for not more than the number of hours each month, determined*

collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.

No more than that number of hours will be allowed. If the actual number is not sufficient to meet the core hourly requirement and the individual participated for the calculated number of hours, enter the actual number of weekly hours and the state will deem 20 core hours.

This activity may also include hours of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of work experience. For example, if an individual is in a residential treatment program and is required to “work” in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as work experience. The remaining hours would be counted as work experience.

9. On-The-Job Training

On-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills essential to the full and adequate performance of the job. The employer is subsidized to offset training costs.

Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient’s employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g. nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational educational training, or job search/job readiness assistance, as appropriate. Enter the weekly average of the actual number of hours participated in the month.

10. Job Search and Job Readiness Assistance

Job search is an activity in which the participant’s principal activity is to seek employment. Job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs. Job readiness assistance is an activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual’s capacity to move toward self-sufficiency. Job readiness assistance also comprises the following activities:

- a. Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training; and*

- b. *Substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable.*

Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous and Narcotics Anonymous.

While the Family Violence Option has been adopted for domestic abuse victims, on a case-by-case basis, if the individuals are otherwise employable, they have the opportunity to address barriers to employment. Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; financial planning and life skills training.

The criteria professionals use for assigning individuals to these services is that the services must be necessary to prepare an individual to obtain or maintain employment or participate in WTW activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

- c. *Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or participate in other WTW activities.*
- d. *Hours reported under this activity may include time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting resumes and completing applications.*

Hours spent in these activities are verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation included in the case file.

If the work-eligible individual is assigned to an activity under job search and job readiness assistance that is not supervised on a daily basis due to the nature of the activity, the individual must communicate and/or discuss his or her participation on a regular basis with a service provider or case manager to ensure that he or she receives support and direction in the activity. Documentation of this communication, whether by e-mail, telephone or in person, will be maintained in the case file. Job search and job readiness activities are limited to no more than four consecutive

weeks and up to six weeks total in a federal fiscal year. Enter the weekly average of the actual number of hours participated in the month.

11. Of the hours reported in #10, how many hours of participation were in Mental Health Services?

Enter the weekly average number of hours the individual participated in Mental Health Services even if the number of hours in question 10 was zero, especially due to exceeding the four or six week limit. The County Welfare Department (CWD) develops the individual WTW plans for participants with mental or emotional disorders based on an evaluation. This evaluation includes the extent to which the individual is capable of employment at the time and under what working and treatment conditions the individual is capable of employment. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

12. Of the hours reported in #10, how many hours of participation were in Substance Abuse Services?

Enter the weekly average number of hours the individual participated in Substance Abuse Services even if the number of hours in question 10 was zero. If a participant is determined to have a substance abuse problem, the participant's WTW plan is based on the results of an evaluation. The WTW plan may include appropriate treatment requirements, including assignment to a substance abuse program. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

13. Of the hours reported in #10, how many hours of participation were in Domestic Violence Services?

Enter the weekly average number of hours the individual participated in Domestic Violence Services even if the number of hours in question 10 was zero. Victims of domestic abuse are assessed on an individual basis to develop a WTW plan that will not place them at further risk. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

14. Community Service Programs

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.

Participation in self-initiated community service programs is permitted as long as the activity is temporary and transitional, is performed in the public or private nonprofit sector, provides basic job skills that may lead to employment while meeting a community need, and is approved by the CWD. The CWD approves self-initiated community service programs that are appropriate for the participant based on the assessment of the following:

- *The participant's work history and an inventory of his or her employment skills, knowledge, and abilities.*
- *The participant's educational history and present educational competency level.*
- *An evaluation of the chances for employment given the current skills of the participant and the local labor market conditions.*

Community service may also include a portion of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of community service. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as community service. The remaining hours would be counted as treatment.

Hours shall be limited as follows:

- *When the assistance unit includes food stamp recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the food stamp allotment divided by the state or federal minimum wage, whichever is higher; or*
- *When the assistance unit does not include food stamp recipients, the individual shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

This monthly amount of the maximum number of hours is then divided by 4.33 to get a weekly average number of hours that is required. No more than that number of hours will be allowed. If the actual number of hours is not sufficient to meet the core hourly requirements and the individual participated for the calculated number of hours, enter the actual number of weekly hours and the state will deem 20 core hours.

15. Vocational Educational Training

For federal data reporting purposes, vocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations that require training other than a baccalaureate or advanced degree. Vocational education must be provided by vocational-technical schools, postsecondary institutions and proprietary schools. Vocational educational training placements are documented on a list developed by each California county. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational educational training and/or to assign activities as a result of assessment. For programs not on the county's list, the CWD determines if the program is directly related to job preparation.

Basic and remedial education and English as a Second Language (ESL) are counted as part of vocational educational training activity on a case-by-case basis when the participant's educational history and present educational competency level assessment shows a need for such activities to be included in the vocational education program for the participant to be successful. For example, Vocational English as a Second Language (VESL) is a short-term (usually three to six months) embedded activity that allows non-native English speakers to learn the language that is specific to and necessary for successful performance in a particular vocation. The service provider and/or the recipient's case manager will determine whether the activities are necessary for successful participation.

In some instances, the vocational educational training is completed as part of distance learning. Participation counts toward vocational educational training hours only when the time spent is monitored by the service provider and reported to the CWD. Only structured and monitored study sessions which can be documented in the case file are counted.

This activity has a lifetime limit of 12 months beginning December 1, 1996. If participation in other federally-allowable activities meets or exceeds the requirement, then the hours of participation in vocational educational training would not count toward the 12-month limit. After the 12-month limit, this activity may qualify as education directly related to employment (if no high school diploma or General Educational Development [GED] credential) or job skills training directly related to employment. Enter the weekly average of the actual number of hours participated in the month.

16. Job Skills Training Directly Related to Employment

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any state-certified college or university. Activities may include vocational educational training that has been extended beyond 12 months.

In some instances, the job skills training is completed as part of distance learning. Participation counts toward job skill training directly related to employment only when the time spent online can be monitored by the service provider and reported to the CWD and documented in the case file. Only structured and monitored study sessions that can be documented are counted. Enter the weekly average of the actual number of hours participated in the month.

17. Education Directly Related to Employment (for head-of-household with no High School diploma or certificate of High School Equivalency)

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job or job offer. The activity is primarily for adults without a high school diploma or certificate of high school equivalency and includes adult basic education, ESL and, where required as a prerequisite for employment, education leading to a GED credential or high school equivalency diploma.

In some instances, the education directly related to employment is completed as part of distance learning. Participation counts toward education directly related to employment only when the time spent in distance learning is monitored by the service provider and is reported to the county welfare department and documented in the case file. Only structured and monitored study hours that can be documented and verified are counted.

In order to count hours of participation, participants must make “good or satisfactory progress” as determined by the service provider using the service provider’s criteria. In general, attendance, academic performance and completion timeframes may be included in the criteria. Documentation of satisfactory progress is provided as often as is determined by the service provider and usually consists of report cards and progress reports. Satisfactory progress is monitored monthly by the CWD and the documentation is verified and maintained in the participant’s case file, except for teen parent heads-of-household receiving CalLearn services, which is monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for individuals who may not be making satisfactory progress while the county works with the participant to improve his or her participation and progress. Enter the weekly average of the actual number of hours participated in the month.

18. Satisfactory School Attendance (for head-of-household with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED credential. In addition, case management services are provided to minor parents in this activity.

Case management involves directing and coordinating a recipient's educational, health, and social services and may include ESL, career training, alternative school, tutoring, dropout prevention, and teen pregnancy or parenting programs. The case management programs are essential to this work category in that they address the special social service needs of minor parents. Meeting these specific needs helps this group of recipients attain GED credential or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation will be completed as part of distance learning and will count toward satisfactory school attendance only when the time spent can be monitored by the service provider and is reported to the CWD on a monthly basis. Only structured and monitored study sessions that can be documented will be counted.

Participants must provide routinely available documentation of school attendance and satisfactory progress. Actual hours of participation are verified using report cards, attendance records, and similar documentation made available by the service provider and/or participant and maintained in the case file. Documentation includes the participant's name; the name of the service provider; the number of hours; and the name and phone number of the person verifying the hours. Case managers who have reason to believe that a participant is not attending school can require that specific verification be provided more often, as necessary.

In order to count as hours of participation, participants must make "good or satisfactory progress" as determined by the service provider using the service provider's standard. In general, attendance, academic performance and completion timeframes may be included in the standard. Documentation of satisfactory progress is provided as often as is determined by the service provider and can include, but is not limited to, report cards and progress reports. Satisfactory progress is monitored at least monthly by the CWD and the documentation is verified and maintained in the participant's case file.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for individuals who may not be making satisfactory progress while working with the participant to improve his or her participation and progress.

Enter the weekly average of the actual number of hours participated in the month and if it is not enough to meet requirements, the state will deem 20 hours.

19. Providing Child Care for an Individual(s) Participating in Community Service

For federal data reporting purposes, providing child care to an individual participating in community services is providing child care to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for their own children in the home while the other participates in activities. In most situations, this activity would be reported as unsubsidized employment. Enter the weekly average of the actual number of hours participated in the month.

20. Work Activities Other Than Those Specified Above

Enter the weekly average of the actual number of hours participated in the month. Enter the number of hours the individual participated in other work activities not specified above, such as Appraisal, Assessment, and Re-Appraisal. These hours will not count in the work participation rate.

21. Was the head-of-household a single custodial parent with a child under six years old in the review month?

Enter yes if the head-of-household was a single custodial parent with a child under six years old in the review month. If the head-of-household was not a single custodial parent or did not have a child under six years old, enter no. The child must be under six years old as of the first of the review month.

22. If yes to #21, was the head-of-household eligible for the federal work disregard for a single custodial parent with a child under 12 months old in the review month?

If the head-of-household is a single custodial parent with a child under 12 months, the family may be eligible to be disregarded from the rate. The single custodial parent is eligible for a disregard for up to 12 months. This disregard is a cumulative, lifetime limit of 12 months, beginning December 1, 1996, for any single custodial parent, but not necessarily a one-time disregard. If the single custodial parent meets this definition, and did not meet federal participation requirements by participating the required number of hours in allowable work activities, enter yes. If the head-of-household does not meet this definition, has already been disregarded from the rate for 12 months, or is meeting participation requirements by participating the required number of hours in allowable work activities, enter no.

23. Was the head-of-household granted a good cause waiver for the Family Violence Option?

Enter yes if the head-of-household was granted a good cause waiver for the Family Violence Option in the review month. If not, enter no.

24. Is the head-of-household currently not aided due to a CalWORKs WTW sanction?

If the head-of-household was sanctioned for noncompliance with the CalWORKs WTW program requirements during the review month, enter yes. If not, enter no.

25. If yes to #24, has the family been sanctioned more than three months in the previous 12-month period?

Enter yes if the head-of-household is currently sanctioned and not meeting participation requirements, and the family has not been disregarded from the participation rate for more than three months in the previous 12 month period. The answer entered here will also populate #50 and #75.

26. Was the head-of-household verifiably exempt from participation in CalWORKs WTW activities in the review month?

*If the head-of-household has been provided a CalWORKs WTW exemption according to Manual of Policies and Procedures (MPP) Section 42-712, enter yes.
If no exemption has been provided and documented in the case file, enter no.*

This information is for Pay for Performance purposes.

27. Case comments

Identify the individual (A1, A2, A3) and enter the verifiable source of the documentation of the work activity, such as pay stubs, time sheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. Please identify the work activity followed by the source of documentation for activities for hours of participation that have been reported and documented in the case file.

In addition, explain in this comment section why a participant may have participated but the hours are not entered. For example, a participant had job search hours, but since they had participated in job search for more than the four or six week limit, there would be no allowable hours.

Information entered here will be carried over to #52 and #77. Once information is entered in #52 and #77 it will also be seen here.

28. Was there another adult in the household who was a work-eligible member of the assistance unit in the review month?

Enter yes if the individual meets the definition of a work-eligible individual. A work-eligible individual is an adult (or minor head-of-household) receiving assistance under TANF or a Separate state program or a non-recipient parent living with a child receiving assistance unless the parent is:

- *A minor parent and not the head-of-household or spouse of the head-of-household;*
- *A noncitizen who is ineligible to receive assistance due to his or her immigration status;*
- *A recipient of SSI;*
- *Providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation; or*
- *An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program.*

If the adult does not meet the definition of a work-eligible individual, enter no.

29. If yes to #28, enter the date of birth for the adult.

Enter the eight-digit code for date of birth for the adult (or minor child head-of-

household) in the format MMDDYYYY. If the county is using the CSV, the format must be MM/DD/YYYY.

30. Does this case meet the definition of a two-parent family?

Enter yes if this is a two-parent case. A two-parent case, for federal data reporting purposes, is a case with two work-eligible, natural or adoptive parents of the same minor child living in the home, unless both are minors and neither is a head-of-household. If one of the parents is disabled, it is not included in the two-parent rate. If this is a two-parent case, it will be included in determining both the county overall (all-families) and the two-parent participation rates. Enter no if this is not a two-parent case. If this is not a two-parent case, it meets the definition of an all-families case and will be included in determining only the county's overall all-families work participation rate. A yes answer to this question will result in #55 also being yes.

31. Did the adult participate in any work activities in the review month?

If yes, provide the average number of hours per week of participation during the review month in the appropriate work activity(ies) below. If the adult did not participate during the review month, enter no.

For each work activity (below) in which a work-eligible individual participates, determine the actual hours of participation for each week in the report month. This should be accomplished by totaling the number of hours in the month and dividing by 4.33. Enter the average hours per week for each activity. Counties must document actual participation in each work activity and identify the source of the documentation which must be maintained in the case file or automated system.

32. Unsubsidized Employment

Unsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Enter the weekly average of the actual number of hours participated in the month.

Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journeyman by day and attend classes are also considered unsubsidized employment. For an apprenticeship to be considered in this category, only the hours that are paid by the employer are counted as unsubsidized employment.

The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

Net self-employment income is determined by offsetting monthly business expenses, evidenced by receipts submitted by the participant, against monthly gross income from self-employment. Based on current CalWORKs eligibility rules, the recipient may choose either actual costs of producing self-employment income or a standard

deduction of 40 percent of gross earned income, which will be reported as business expenses for federal data reporting purposes. The number of countable hours is determined by dividing the net self-employment income by the federal minimum wage then dividing by 4.33 to determine the average weekly hours.

33. Subsidized Private Sector Employment

Subsidized private sector employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Enter the weekly average of the actual number of hours participated in the month.

34. Subsidized Public Sector Employment

Subsidized public sector employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Enter the weekly average of the actual number of hours participated in the month.

35. Work Experience

Work experience is training in the public or private sector that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment.

Hours shall be limited as follows:

- *When the assistance unit includes food stamp recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the food stamp allotment divided by the state or federal minimum wage, whichever is higher; or*
- *When the assistance unit does not include food stamp recipients, the individual*

shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.

No more than that number of hours will be allowed. If the actual number of hours is not sufficient to meet the core hourly requirements and the individual participated for the calculated number of hours, enter the actual number of weekly hours and the state will deem 20 core hours. If the actual number of hours is not sufficient to meet the core hourly requirements and the individual did not participate for the calculated number of hours, enter zero hours.

This activity may also include hours of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of work experience. For example, if an individual is in a residential treatment program and is required to “work” in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as work experience. The remaining hours would be counted as work experience.

36. On-The-Job Training

On-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills essential to the full and adequate performance of the job. The employer is subsidized to offset training costs.

Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient’s employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g. nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational educational training, or job search/job readiness assistance, as appropriate. Enter the weekly average of the actual number of hours participated in the month.

37. Job Search and Job Readiness Assistance

Job search is an activity in which the participant’s principal activity is to seek employment. Job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs. Job readiness assistance is an activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual’s capacity to move toward self-sufficiency. Job readiness assistance also comprises the following activities:

- a. *Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place*

expectations, and life skills training; and

- b. Substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable.*

Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous and Narcotics Anonymous. While the Family Violence Option has been adopted for domestic abuse victims, on a case-by-case basis, if the individuals are otherwise employable, they have the opportunity to address barriers to employment.

Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; financial planning and life skills training.

The criteria professionals use for assigning individuals to these services is that the services must be necessary to prepare an individual to obtain or maintain employment or participate in WTW activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

- c. Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or participate in other WTW activities.*
- d. Hours reported under this activity may include time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting resumes and completing applications.*

Hours spent in these activities are verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation included in the case file.

If the work-eligible individual is assigned to an activity under job search and job readiness assistance that is not supervised on a daily basis due to the nature of the activity, the individual must communicate and/or discuss his or her participation on a regular basis with a service provider or case manager to ensure that he or she receives support and direction in the activity. Documentation of this communication, whether by e-mail, telephone or in person, will be maintained in the case file.

Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in a federal fiscal year. Enter the weekly average of the actual number of hours participated in the month.

38. Of the hours reported in #37, how many hours of participation were in Mental Health Services?

Enter the weekly average number of hours the individual participated in Mental Health Services even if the number of hours in question 37 was zero, especially due to exceeding the four or six week limit. The CWD develops the individual WTW plans for participants with mental or emotional disorders based on an evaluation. This evaluation includes the extent to which the individual is capable of employment at the time and under what working and treatment conditions the individual is capable of employment. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

39. Of the hours reported in #37, how many hours of participation were in Substance Abuse Services?

Enter the weekly average number of hours the individual participated in Substance Abuse Services even if the number of hours in question 62 was zero. If a participant is determined to have a substance abuse problem, the participant's WTW plan is based on the results of an evaluation. The WTW plan may include appropriate treatment requirements, including assignment to a substance abuse program. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

40. Of the hours reported in #37, how many hours of participation were in Domestic Violence Services?

Enter the weekly average number of hours the individual participated in Domestic Violence Services even if the number of hours in question 62 was zero. Victims of domestic abuse are assessed on an individual basis to develop a WTW plan that will not place them at further risk. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

41. Community Service Programs

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.

Participation in self-initiated community service programs is permitted as long as the activity is temporary and transitional, is performed in the public or private nonprofit sector, provides basic job skills that may lead to employment while meeting a community need, and is approved by the CWD. The CWD approves self-initiated community service programs that are appropriate for the participant based on the assessment of the following:

- *The participant's work history and an inventory of his or her employment skills, knowledge, and abilities.*
- *The participant's educational history and present educational competency level.*
- *An evaluation of the chances for employment given the current skills of the participant and the local labor market conditions.*

Community service may also include a portion of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of community service. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as community service. The remaining hours would be counted as treatment.

Hours shall be limited as follows:

- *When the assistance unit includes food stamp recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the food stamp allotment divided by the state or federal minimum wage, whichever is higher; or*
- *When the assistance unit does not include food stamp recipients, the individual shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

This monthly amount of the maximum number of hours is then divided by 4.33 to get a weekly average number of hours that is required. No more than that number of hours will be allowed. If the actual number of hours is not sufficient to meet the core hourly requirement and the individual participated for the calculated number of hours, enter the actual number of weekly hours and the state will deem 20 core hours. If the actual number of hours is not sufficient to meet the core hourly requirements and the individual did not participate for the calculated number of hours, enter zero hours.

42. Vocational Educational Training

For federal data reporting purposes, vocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations that require training other than a baccalaureate or advanced degree. Vocational education must be provided by vocational-technical schools, postsecondary institutions and proprietary schools. Vocational educational training placements are documented on a list developed by each California county. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational educational training and/or to assign activities as a result of assessment. For programs not on the county's list, the CWD determines if the program is directly related to job preparation.

Basic and remedial education and ESL are counted as part of vocational educational training activity on a case-by-case basis when the participant's educational history and present educational competency level assessment shows a need for such activities to be included in the vocational education program for the participant to be successful. For example, VESL is a short-term (usually three to six months) embedded activity that allows non-native English speakers to learn the language that is specific to and necessary for successful performance in a particular vocation. The service provider and/or the recipient's case manager will determine whether the activities are necessary for successful participation.

In some instances, the vocational educational training is completed as part of distance learning. Participation counts toward vocational educational training hours only when the time spent is monitored by the service provider and reported to the CWD. Only structured and monitored study sessions which can be documented in the case file are counted.

This activity has a lifetime limit of 12 months beginning December 1, 1996. If participation in other federally-allowable activities meets or exceeds the requirement, then the hours of participation in vocational educational training do not count toward the 12-month limit. After the 12-month limit, this activity may qualify as education directly related to employment (if no high school diploma or GED) or job skills training directly related to employment. Enter the weekly average of the actual number of hours participated in the month.

43. Job Skills Training Directly Related to Employment

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any state-certified college or university. Activities may include vocational educational training that has been extended beyond 12 months. In some instances, the job skills training is completed as part of distance learning. Participation counts toward job skills training directly related to employment only when the time spent online can be monitored by the service provider and reported to the CWD

and documented in the case file. Only structured and monitored study sessions that can be documented are counted. Enter the weekly average of the actual number of hours participated in the month.

44. Education Directly Related to Employment (for heads-of-households with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job or job offer. The activity is primarily for adults and includes adult basic education, ESL and, where required as a prerequisite for employment, education leading to a GED credential or high school equivalency diploma.

In some instances, the education directly related to employment will be completed as part of distance learning. Participation counts toward education directly related to employment only when the time spent in distance learning is monitored by the service provider and is reported to the county welfare department. Only structured and monitored study sessions that can be documented and verified are counted, including time spent in distance learning.

In order to count hours of participation, participants must make “good or satisfactory progress” as determined by the service provider using the service provider’s criteria. In general, attendance, academic performance and completion timeframes may be included in the criteria. Documentation of satisfactory progress is provided as often as is determined by the service provider and usually consists of report cards and progress reports. Satisfactory progress is monitored monthly by the CWD and the documentation is verified and maintained in the participant’s case file, except for teen parent heads-of-household receiving CalLearn services, which is monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for individuals who may not be making satisfactory progress while the county works with the participant to improve his or her participation and progress. Enter the weekly average of the actual number of hours participated in the month.

45. Satisfactory School Attendance (for heads-of-households with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED credential.

In addition, case management services are provided to minor parents in this activity. Case management involves directing and coordinating a recipient’s educational, health, and social services and may include ESL, career training, alternative school, tutoring,

dropout prevention, and teen pregnancy or parenting programs. The case management programs are essential to this work category in that they address the special social service needs of minor parents. Meeting these specific needs helps this group of recipients attain GED credential or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation will be completed as part of distance learning and will count toward satisfactory school attendance only when the time spent can be monitored by the service provider and is reported to the CWD on a monthly basis. Only structured and monitored study sessions that can be documented will be counted.

Participants must provide routinely available documentation of school attendance and satisfactory progress. Actual hours of participation are verified using report cards, attendance records, and similar documentation made available by the service provider and/or participant and maintained in the case file. Documentation includes the participant's name; the name of the service provider; the number of hours; and the name and phone number of the person verifying the hours. Case managers who have reason to believe that a participant is not attending school can require that specific verification be provided more often, as necessary.

In order to count as hours of participation, participants must make "good or satisfactory progress" as determined by the service provider using the service provider's standard. In general, attendance, academic performance and completion timeframes may be included in the standard. Documentation of satisfactory progress is provided as often as is determined by the service provider and can include, but is not limited to, report cards and progress reports. Satisfactory progress is monitored at least monthly by the CWD and the documentation is verified and maintained in the participant's case file.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for individuals who may not be making satisfactory progress while working with the participant to improve his or her participation and progress.

Enter the weekly average of the actual number of hours and if it is not enough to meet requirements, the state will deem 20 hours.

46. Providing Child Care for an Individual Participating in a Community Service Program

For federal data reporting purposes, providing child care for an individual participating in community services is providing child care to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for their own children in the home while the other parent participates in activities. In most situations, this activity would be reported as unsubsidized employment. Enter the weekly average of the actual number of hours participated in the month.

47. Work Activities Other than Those Specified Above

Enter the number of hours the individual participated in other work activities not

specified above, such as Appraisal, Assessment, and Re-Appraisal. These hours will not count in the work participation rate. Enter the weekly average of the actual number of hours participated in the month.

48. Was the adult granted a good cause waiver for the Family Violence Option?

Enter yes if the second adult was granted a good cause waiver for the Family Violence Option in the review month. If not, enter no.

49. Is the adult currently not aided due to a CalWORKs WTW sanction?

If the second adult was sanctioned for noncompliance with the CalWORKs WTW program requirements during the review month, enter yes. If not, enter no.

50. If yes to #49, has the family been sanctioned more than three months in the previous 12-month period?

Enter yes if the second adult is currently sanctioned and not meeting participation requirements, and the family has not been disregarded from the participation rate for more than three months in the previous 12 month period. The response entered here will also populate #25 and #75.

51. Was the adult verifiably exempt from participation in CalWORKs WTW activities in the review month?

If the second adult has been provided a CalWORKs WTW exemption according to MPP 42-712, enter yes. If no exemption has been provided and documented in the case file, enter no.

This information is for Pay for Performance purposes.

52. Case comments

Identify the individual (A1, A2, A3) and enter the verifiable source of the documentation of the work activity, such as pay stubs, time sheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. Please identify the work activity followed by the source of documentation for activities for which hours of participation have been reported and which is documented in the case file.

Also, explain in this comment section why a participant may have participated but the hours are not entered. For example, a participant had job search hours, but since they had participated in job search for more than the four or six week limit, there would be no allowable hours.

Information entered in #27 will be seen here. Once information is entered here it will be carried over to #27 and #77.

53. Was there another adult in the household who was a work-eligible member of the assistance unit in the review month?

Enter yes if the individual meets the definition of a work-eligible individual. A work-eligible individual is an adult (or minor head-of-household) receiving assistance under TANF or a Separate State program or a non-recipient parent living with a child receiving assistance unless the parent is:

- *A minor parent and not the head-of-household or spouse of the head-of-household;*
- *A noncitizen who is ineligible to receive assistance due to his or her immigration status;*
- *A recipient of SSI;*
- *Providing care for a disabled family member living in the home who does not attend school on a full-time basis, provided that the need for such care is supported by medical documentation; or*
- *An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program.*

If the adult does not meet the definition of a work-eligible individual, enter no.

54. If yes to #53, enter the date of birth for the adult.

Enter the eight-digit code for date of birth for the adult (or minor head-of-household) in the format MMDDYYYY. If the county is using the CSV, the format must be MM/DD/YYYY.

55. Does this case meet the definition of a two-parent family?

Enter yes if this is a two-parent case. A two-parent case, for federal data reporting purposes is a case with two work-eligible, natural or adoptive parents of the same minor child living in the home, unless both are minors and neither is a head-of-household. If one of the parents is disabled, it is not included in the two-parent rate. If this is a two-parent case, it will be included in determining both the county overall (all-families) and the two-parent participation rates. Enter no if this is not a two-parent case. If this is not a two-parent case, it meets the definition of an all-families case and will be included in determining only the county's overall all-families work participation rate. A yes answer to this question will result in #30 also being yes.

56. Did the adult participate in any work activities in the review month?

If yes, provide the average number of hours per week of participation during the review month in the appropriate work activity(ies) below. If the adult did not participate during the review month, enter no.

For each work activity (below) in which a work-eligible individual participates, determine the actual hours of participation for each week in the report month. This should be accomplished by totaling the number of hours in the month and dividing by 4.33. Enter the average hours per week for each activity. Counties must document actual

participation in each work activity and identify the source of the documentation which must be maintained in the case file or automated system.

57. Unsubsidized Employment

Unsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers.

Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journeyman by day and attend classes are also considered unsubsidized employment. For an apprenticeship to be considered in this category, only the hours that are paid by the employer are counted as unsubsidized employment.

The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.

Net self-employment income is determined by offsetting monthly business expenses, evidenced by receipts submitted by the participant, against monthly gross income from self-employment. Based on current CalWORKs eligibility rules, the recipient may choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income, which will be reported as business expenses for federal data reporting purposes. The number of countable hours is determined by dividing the net self-employment income by the federal minimum wage then dividing by 4.33 to determine the average weekly hours. Enter the weekly average of the actual number of hours participated in the month.

58. Subsidized Private Sector Employment

Subsidized private sector employment means employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Enter the weekly average of the actual number of hours participated in the month.

59. Subsidized Public Sector Employment

Subsidized public sector employment means employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient. Subsidized work may include (1) work

supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting; (3) work study activities; or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work. Enter the weekly average of the actual number of hours participated in the month.

60. Work Experience

Work experience is training in the public or private sector that helps provide basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment.

Hours shall be limited as follows:

- *When the assistance unit includes food stamp recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the food stamp allotment divided by the state or federal minimum wage, whichever is higher; or*
- *When the assistance unit does not include food stamp recipients, the individual shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.*

No more than that number of hours will be allowed. If the actual number of hours is not sufficient to meet the core hourly requirements and the individual participated for the calculated number of hours, enter the actual number of weekly hours and the state will deem 20 core hours. If the actual number of hours is not sufficient to meet the core hourly requirements and the individual did not participate for the calculated number of hours, enter zero hours.

This activity may also include hours of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of work experience. For example, if an individual is in a residential treatment program and is required to "work" in the kitchen or doing other duties as part of his or her treatment, those hours could be counted as work experience. The remaining hours would be counted as work experience.

61. On-the-Job Training

On-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills essential to the full and adequate performance of the job. The employer is subsidized to offset training costs.

Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient's employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g. nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational educational training, or job search/job readiness assistance, as appropriate. Enter the weekly average of the actual number of hours participated in the month.

62. Job Search and Job Readiness Assistance

Job search is an activity in which the participant's principal activity is to seek employment. Job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs. Job readiness assistance is an activity that provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency. Job readiness assistance also comprises the following activities:

- a. *Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training; and*
- b. *Substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable.*

Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous and Narcotics Anonymous. While the Family Violence Option has been adopted for domestic abuse victims, on a case-by-case basis, if the individuals are otherwise employable, they have the opportunity to address barriers to employment. Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; financial planning and life skills training.

The criteria professionals use for assigning individuals to these services is that he services must be necessary to prepare an individual to obtain or maintain employment or participate in WTW activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

- c. *Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities are assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or participate in other WTW activities.*
- d. *Hours reported under this activity may include time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting resumes and completing applications.*

Hours spent in these activities are verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation included in the case file.

If the work-eligible individual is assigned to an activity under job search and job readiness assistance that is not supervised on a daily basis due to the nature of the activity, the individual must communicate and/or discuss his or her participation on a regular basis with a service provider or case manager to ensure that he or she receives support and direction in the activity. Documentation of this communication, whether by e-mail, telephone or in person, will be maintained in the case file.

Job search and job readiness activities are limited to no more than four consecutive weeks and up to six weeks total in a federal fiscal year. Enter the weekly average of the actual number of hours participated in the month.

63. Of the hours reported in #62, how many hours of participation were in Mental Health Services?

Enter the weekly average number of hours the individual participated in Mental Health Services even if the number of hours in question 62 was zero, especially due to exceeding the four or six week limit. The CWD develops the individual WTW plans for participants with mental or emotional disorders based on an evaluation. This evaluation includes the extent to which the individual is capable of employment at the time and under what working and treatment conditions the individual is capable of employment. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the "work" will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

64. Of the hours reported in #62, how many hours of participation were in Substance Abuse Services?

Enter the weekly average number of hours the individual participated in Substance Abuse Services even if the number of hours in question 62 was zero. If a participant is determined to have a substance abuse problem, the participant's WTW plan is based

on the results of an evaluation. The WTW plan may include appropriate treatment requirements, including assignment to a substance abuse program. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

65. Of the hours reported in #62, how many hours of participation were in Domestic Violence Services?

Enter the weekly average number of hours the individual participated in Domestic Violence Services even if the number of hours in question 62 was zero. Victims of domestic abuse are assessed on an individual basis to develop a WTW plan that will not place them at further risk. If a portion of the treatment meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

These hours are reported for Pay for Performance purposes.

66. Community Service Programs

Community service is a training activity that is temporary and transitional, is performed in the public or private nonprofit sector, and provides participants with basic job skills that can lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities are included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.

Participation in self-initiated community service programs is permitted as long as the activity is temporary and transitional, is performed in the public or private nonprofit sector, provides basic job skills that may lead to employment while meeting a community need, and is approved by the CWD. The county welfare department approves self-initiated community service programs that are appropriate for the participant based on the assessment of the following:

- *The participant’s work history and an inventory of his or her employment skills, knowledge, and abilities.*
- *The participant’s educational history and present educational competency level.*
- *An evaluation of the chances for employment given the current skills of the participant and the local labor market conditions.*

Community service may also include a portion of mental health, substance abuse, or domestic violence treatment if it meets a common-sense definition of community service. For example, if an individual is in a residential treatment program and is required to “work” in the kitchen or doing other duties as part of his or her treatment, those hours

could be counted as community service. The remaining hours would be counted as treatment.

Hours shall be limited as follows:

- When the assistance unit includes food stamp recipients, the individual shall participate for no more than the number of hours of each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the food stamp allotment divided by the state or federal minimum wage, whichever is higher; or
- When the assistance unit does not include food stamp recipients, the individual shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the state or federal minimum wage, whichever is higher.

This monthly amount of the maximum number of hours is then divided by 4.33 to get a weekly average number of hours that is required. No more than that number of hours will be allowed. If the actual number of hours is not sufficient to meet the core hourly requirements and the individual participated for the calculated number of hours, enter the actual number of weekly hours and the state will deem 20 core hours. If the actual number of hours is not sufficient to meet the core hourly requirements and the individual did not participate for the calculated number of hours, enter zero hours

67. Vocational Educational Training

For federal data reporting purposes, vocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations that require training other than a baccalaureate or advanced degree. Vocational education must be provided by vocational-technical schools, postsecondary institutions and proprietary schools. Vocational educational training placements are documented on a list developed by each county. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the CWD to approve vocational educational training and/or to assign activities as a result of assessment. For programs not on the county's list, the CWD determines if the program is directly related to job preparation.

Basic and remedial education and ESL are counted as part of vocational educational training activity on a case-by-case basis when the participant's educational history and present educational competency level assessment shows a need for such activities to be included in the vocational education program for the participant to be successful. For example, VESL is a short-term (usually three to six months) embedded activity that allows non-native English speakers to learn the language that is specific to and necessary for successful performance in a particular vocation. The service provider and/or the recipient's case manager will determine whether the activities are necessary for successful participation.

In some instances, the vocational educational training is completed as part of distance learning. Participation counts toward vocational educational training hours only when the time spent is monitored by the service provider and reported to the CWD. Only structured

and monitored study sessions which can be documented in the case file are counted.

This activity has a lifetime limit of 12 months beginning December 1, 1996. If participation in other federally-allowable activities meets or exceeds the requirement, then the hours of participation in vocational educational training do not count toward the 12-month limit. After the 12-month limit, this activity may qualify as education directly related to employment (if no high school diploma or GED) or job skills training directly related to employment. Enter the weekly average of the actual number of hours participated in the month.

68. Job Skills Training Directly Related to Employment

For federal data reporting purposes, job skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any state-certified college or university. Activities may include vocational educational training that has been extended beyond 12 months.

In some instances, the job skills training is completed as part of distance learning. Participation counts toward job skill training directly related to employment only when the time spent online can be monitored by the service provider and reported to the CWD and documented in the case file. Only structured and monitored study sessions that can be documented are counted. Enter the weekly average of the actual number of hours participated in the month.

69. Education Directly Related to Employment (for heads-of-households with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, education directly related to employment is education related to a specific occupation, job or job offer. The activity is primarily for adults and includes adult basic education, ESL and, where required as a prerequisite for employment, education leading to a GED credential or high school equivalency diploma. In some instances, the education directly related to employment will be completed as part of distance learning. Participation counts toward education directly related to employment only when the time spent in distance learning is monitored by the service provider and is reported to the county welfare department. Only structured and monitored study sessions

that can be documented and verified are counted, including time spent in distance learning.

In order to count as hours of participation, participants must make "good or satisfactory progress" as determined by the service provider using the service provider's standard. In general, attendance, academic performance and completion timeframes may be included in the criteria. Documentation of satisfactory progress is provided as often as is determined by the service provider and usually consists of report cards and progress reports. Satisfactory progress is monitored at least monthly by the CWD and the

documentation is verified and maintained in the participant's case file, except for teen parent heads-of-household receiving CalLearn services, which is monitored up to four times per school year.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for individuals who may not be making satisfactory progress while the county works with the participant to improve his or her participation and progress. Enter the weekly average of the actual number of hours participated in the month.

70. Satisfactory School Attendance (for heads-of-households with no high school diploma or certificate of high school equivalency)

For federal data reporting purposes, satisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a GED credential.

In addition, case management services are provided to minor parents in this activity. Case management involves directing and coordinating a recipient's educational, health, and social services and may include ESL, career training, alternative school, tutoring, dropout prevention, and teen pregnancy or parenting programs. The case management programs are essential to this work category in that they address the special social service needs of minor parents. Meeting these specific needs helps this group of recipients attain GED credential or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation will be completed as part of distance learning and will count toward satisfactory school attendance only when the time spent can be monitored by the service provider and is reported to the CWD on a monthly basis. Only structured and monitored study sessions that can be documented will be counted.

Participants must provide routinely available documentation of school attendance and satisfactory progress. Actual hours of participation are verified using report cards, attendance records, and similar documentation made available by the service provider and/or participant and maintained in the case file. Documentation includes the participant's name; the name of the service provider; the number of hours; and the name and phone number of the person verifying the hours. Case managers who have reason to believe that a participant is not attending school can require that specific verification be provided more often, as necessary.

In order to count as hours of participation, participants must make "good or satisfactory progress" as determined by the service provider using the service provider's standard. In general, attendance, academic performance and completion timeframes may be included in the standard. Documentation of satisfactory progress is provided as often as is determined by the service provider and can include, but is not limited to, report cards and

progress reports. Satisfactory progress is monitored at least monthly by the CWD and the documentation is verified and maintained in the participant's case file.

Exception: If a participant is not making good or satisfactory progress but is regularly attending, up to two months of participation may be counted for individuals who may not be making satisfactory progress while working with the participant to improve his or her participation and progress.

Enter the weekly average of the actual number of hours and if it is not enough to meet requirements, the state will deem 20 hours.

71. Providing Child Care for an Individual Participating in a Community Service Program

For federal data reporting purposes, providing child care to an individual participating in community services is providing child care to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for their own children in the home while the other parent participates in activities. In most situations, this activity would be reported as unsubsidized employment. Enter the weekly average of the actual number of hours participated in the month .

72. Work Activities Other Than Those Specified Above

Enter the number of hours the individual participated in other work activities not specified above, such as Appraisal, Assessment, and Re-Appraisal. These hours will not count in the work participation rate. Enter the weekly average of the actual number of hours participated in the month.

73. Was the adult granted a good cause waiver for the Family Violence Option?

Enter yes if the third adult was granted a good cause waiver for the Family Violence Option in the review month. If not, enter no.

74. Is the adult currently not aided due to a CalWORKs WTW sanction?

If the third adult was sanctioned for noncompliance with the CalWORKs WTW program requirements during the review month, enter yes. If not, enter no.

75. If yes to #74, has the family been sanctioned more than three months in the previous 12-month period?

Enter yes if the third adult is currently sanctioned and not meeting participation requirements,, and the family has not been disregarded from the participation rate for more than three months in the previous 12 month period. The response entered here will also populate #25 and #50.

76. Was the adult verifiably exempt from participation in CalWORKs WTW activities in the review month?

If the third adult has been provided a CalWORKs WTW exemption according to MPP 42-712, enter yes. If no exemption has been provided and documented in the case file, enter no.

This information is for Pay for Performance purposes.

77. Case comments

Identify the individual (A1, A2, A3) and enter the verifiable source of the documentation of the work activity, such as pay stubs, time sheets, attendance records, or similar documentation made available by the service provider and/or participant and maintained in the case file. Please identify the work activity followed by the source of documentation for activities for which hours of participation have been reported and which is documented in the case file.

In addition, explain in this comment section why a participant may have participated but the hours are not entered. For example, a participant had job search hours, but since they had participated in job search for more than the four or six week limit, there would be no allowable hours.

Information entered in #27 and #52 will be seen here. Once information is entered here it will be carried over to #27 and #52.

County Work Participation Rate Data Collection and Sample Information

Calculation of the County Work Participation Rates

Federal Data Reporting and Analysis Bureau (FDRAB) staff merges the County Work Participation Rate (CWPR) sample data with the federal Research and Development Project (RADEP) sample data to create the work participation database that is used to compute the county-specific all family and two-parent work participation rates. The Enterprise II Lite (E2Lite) data collection tool or Comma Separated Values (CSV) file is not sufficient by itself to calculate CWPRs.

All sample cases are weighted appropriately to remove bias as a result of the over-sampling of two-parent families and newly approved cases in the calculation of the rates. The mid-point estimate (from which the confidence limits are constructed) of the all family and two-parent work participation rates are used in the determination of the CWPRs.

Sample Information

The CWPR sample design has been modified to provide the necessary data to compute county-valid work participation rates that are comparable to the statewide federal Q5 and RADEP all family and two-parent rates as required by the Deficit Reduction Act. It also reflects efficiencies that eliminate the need to collect duplicative work participation data by excluding federally sampled RADEP cases.

Which counties must do the reviews? All counties

Who does the reviews? County staff

How does the county receive the sample? All counties receive their samples via the web-based tool (E2Lite)

How is the review completed? Data may be entered on E2Lite or transmitted via a CSV file.

Sample source: Medi-Cal Eligibility Data System (MEDS)

Sample universe: The sample universe includes all active Temporary Assistance for Needy Families (TANF) cases, including one parent, two-parent, newly approved, child only cases, (aid codes 30, 32, 33, 35, 38, 3A, 3C, 3E, 3G, 3H, 3L, 3P, 3R, 3U, 3W, 4F and 4G). It does not include any federally sampled Q5 cases. (Note: work eligible adults in sampled cases are now subject to reporting).

Sample size: Varies by county. Sample sizes are based upon several factors: 1) overall caseload size; 2) proportion of two-parent and all families caseloads; and 3) the number of federally sampled RADEP cases. The sample sizes found in Attachment 7 of this ACL provides the sample precisions necessary to calculate work participation rates that are comparable to the federal all family and two-parent rates when combined with the RADEP sample cases, and include allowances for dropped cases. The estimated CWPR sample sizes are listed in the first column of the chart found in Attachment 7. The required minimum number of completed cases is listed in the last column.

100 percent reporting: 100 percent reporting will be based upon TANF eligible cases found in MEDS.

Who draws the sample? The Federal Data Reporting and Analysis Bureau

When are the samples drawn? Two sub-samples, all families and two-parent, are maintained and monitored. These samples are drawn in two phases:

- The primary sample is pulled around the end of the month prior to the sample month; and
- The supplemental sample is pulled approximately the end of the month following the sample month. The supplementary samples consist of families that received aid during the sample month but were not initially selected, or in MEDS, due to timing issues.

Review numbers: An eight digit review number is assigned to each case in the sample for ease of identification and so that the samples may be monitored on a regular basis. An example review number is 07G10428. The format is as follows:

- Two digit federal fiscal year code (07)
- One digit sample type indicator (“G”=all families, “H”=two parent)
- Two-digit sample month code (01-12)
- Three digit sequence number (001-999)
- If supplemental review, the three digit sequence number will be 800-899

Is there an overlap with the E2L sample and the RADEP sample? No, there is no overlap. FDRAB will merge the data from the CWPR and the RADEP samples for each county to create a county work participation rate.

Reporting Due Date: Both the primary and secondary samples are due to the State 75 days after the end of the sample month.

County Work Participation Rate Contact Sheet
(Please return this form any time the information requires updating)

_____ County primary E2L contact person:

Name: _____ Title: _____

Department: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-MAIL address: _____

Alternate E2L contact person:

Name: _____ Title: _____

Department: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-MAIL address: _____

Prepared by: _____
Date: _____

Return this contact sheet to:

California Department of Social Services
Federal Data Reporting and Analysis Bureau
744 P Street, MS 12-57
Sacramento, CA 95814
Phone: (916) 657-3399, Fax: (916) 653-5404
Attention: Lee Macias

County Work Participation Rate
County Contacts
Federal Data Reporting and Analysis Bureau

The following persons are available for assistance regarding the sample or the work participation rate.

Anna Capetillo, Chief
916-651-6250
Anna.Capetillo@dss.ca.gov

Karen Kennedy, Manager
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Karen.Kennedy@dss.ca.gov

Michelle Boone
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Alameda, Alpine, Amador, Butte,
Calaveras, Colusa, Contra Costa,
El Dorado, Glenn, Kings, Marin, Placer,
Plumas, Sacramento, San Joaquin,
Solano, Sonoma, Stanislaus, Trinity

Lee Macias
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Del Norte, Lake, Lassen, Mariposa,
Mendocino, Merced, Mono, Monterey,
Napa, Orange, Riverside, San Benito,
San Bernardino, Santa Barbara, Santa
Clara, Shasta, Tehama, Tulare,
Tuolumne, Yolo

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Fresno, Humboldt, Imperial, Inyo, Kern,
Los Angeles, Madera, Modoc
Nevada, San Diego, San Francisco, San
Luis Obispo, San Mateo, Santa Cruz,
Sierra, Siskiyou, Sutter, Ventura, Yuba

Kim Murdock
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Help Desk

**COUNTY WORK PARTICIPATION RATE (COWPR) SAMPLE SIZES
INCLUDING THE REQUIRED MINIMUM NUMBER OF COMPLETED CASES
FFY 2008**

County	Sample Estimates (includes allowance for drop rates ^{1/})						Annual Minimum Number of Completed Samples ^{2/}	
	CWPR Sample (subject to E2Lite data collection)		Federal Q5 Sample (subject to Q5 data collection)		Total Sample for WPR Calculation (CWPR + Q5)			
	Annual	Monthly	Annual	Monthly	Annual	Monthly	Two-parent	All Other
Alameda	2,631	219	128	11	2,759	230	624	1,816
Alpine ^{3/}	103	9	0	0	103	9	-- ^{3/}	-- ^{3/}
Amador ^{4/}	1,471	123	2	0	1,473	123	-- ^{4/}	1,114
Butte	2,571	214	27	2	2,598	216	562	1,734
Calaveras	1,734	145	3	0	1,737	145	255	1,273
Colusa ^{4/}	1,310	109	1	0	1,311	109	-- ^{4/}	990
Contra	2,727	227	62	5	2,789	232	586	1,879
Del Norte	2,121	177	6	1	2,127	178	455	1,423
El Dorado	2,230	186	8	1	2,238	187	406	1,568
Fresno	2,476	206	181	15	2,657	221	632	1,719
Glenn	1,860	155	4	0	1,864	155	315	1,325
Humboldt	2,427	202	13	1	2,440	203	500	1,655
Imperial	2,563	214	28	2	2,591	216	564	1,726
Inyo ^{4/}	1,117	93	1	0	1,118	93	-- ^{4/}	876
Kern	2,696	225	120	10	2,816	235	615	1,875
Kings	2,529	211	19	2	2,548	213	519	1,732
Lake	2,268	189	9	1	2,277	190	424	1,584
Lassen	1,844	154	4	0	1,848	154	381	1,250
Los Angeles	1,853	154	1,026	86	2,879	240	640	1,906
Madera	2,584	215	19	2	2,603	217	510	1,788
Marin	2,236	186	6	1	2,242	187	325	1,649
Mariposa ^{4/}	1,232	103	1	0	1,233	103	-- ^{4/}	938
Mendocino	2,369	197	10	1	2,379	198	476	1,624
Merced	2,562	214	58	5	2,620	219	604	1,714
Modoc ^{4/}	1,263	105	1	0	1,264	105	-- ^{4/}	881
Mono ^{3/}	432	36	0	0	432	36	-- ^{3/}	-- ^{3/}
Monterey	2,669	222	34	3	2,703	225	531	1,857
Napa ^{4/}	1,946	162	4	0	1,950	162	-- ^{4/}	1,471
Nevada	1,918	160	4	0	1,922	160	281	1,413
Orange	2,643	220	114	10	2,757	230	620	1,818
Placer	2,356	196	12	1	2,368	197	457	1,633
Plumas ^{4/}	1,179	98	1	0	1,180	98	-- ^{4/}	946
Riverside	2,718	227	175	15	2,893	242	606	1,951
Sacramento	2,388	199	222	19	2,610	218	635	1,675
San Benito	2,045	170	5	0	2,050	170	356	1,450
San Bernardino	2,631	219	253	21	2,884	240	623	1,927
San Diego	2,658	222	166	14	2,824	236	623	1,874
San Francisco	2,626	219	34	3	2,660	222	575	1,775
San Joaquin	2,620	218	104	9	2,724	227	619	1,790
San Luis Obispo	2,439	203	13	1	2,452	204	423	1,739
San Mateo	2,563	214	15	1	2,578	215	443	1,830
Santa Barbara	2,649	221	30	3	2,679	224	541	1,824
Santa Clara	2,584	215	104	9	2,688	224	623	1,755
Santa Cruz	2,522	210	15	1	2,537	211	450	1,788
Shasta	2,558	213	22	2	2,580	215	544	1,736
Sierra ^{4/}	399	33	0	0	399	33	-- ^{4/}	313
Siskiyou	2,123	177	6	1	2,129	178	431	1,450
Solano	2,641	220	39	3	2,680	223	565	1,804
Sonoma	2,595	216	22	2	2,617	218	470	1,841
Stanislaus	2,619	218	73	6	2,692	224	607	1,774
Sutter	2,284	190	10	1	2,294	191	443	1,582
Tehama	2,293	191	9	1	2,302	192	444	1,587
Trinity	1,319	110	2	0	1,321	110	256	908
Tulare	2,571	214	91	8	2,662	222	620	1,735
Tuolumne	1,962	164	5	0	1,967	164	275	1,456
Ventura	2,730	228	40	3	2,770	231	545	1,901
Yolo	2,398	200	17	1	2,415	201	532	1,601
Yuba	2,358	197	13	1	2,371	198	519	1,576

^{1/} Statewide drop rates used for sampling estimates: 9.3% Two-Parent, 12.3% All Others

^{2/} Minimum samples based on CA 237CW data--includes Q5 and E2Lite sample cases with no allowance for dropped cases.

^{3/} Alpine and Mono counties are subject to 100% reporting for both Two-Parent and All Other samples, based on MEDS data.

^{4/} Amador, Colusa, Inyo, Mariposa, Modoc, Napa, Plumas and Sierra counties are subject to 100% reporting for the Two-Parent sample, based on MEDS data.