TO:       DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
          DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
          FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS

FROM:     CHARLES E. HENRY, ACTING EXECUTIVE DIRECTOR

RE:       TANF WORK PARTICIPATION RATE REQUIREMENTS

PROGRAM AFFECTED:  TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE:  OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

Action Transmittals 97-66R and #97-67 describe the work requirements under the
Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and the
definitions for each of the federal work activities. Each month, states must ensure that a
significant number of all parents receiving Temporary Cash Assistance participate in a
work activity, as defined by the federal legislation.

During Federal Fiscal Year 2001 (October 2000 – September 2001), the percentage
served each month (known as the Participation Rate) must average 45% minus the State’s
Caseload Reduction Credit. We anticipate that our caseload reduction credit will
significantly reduce our actual Participation Rate Requirement.

For a case to be countable toward meeting the Participation Rate Requirement in FFY
2001, the parent must be participating in a federally defined activity for an average of 30
hours per week. The first 20 hours must be in one of the core work activities described in
AT #97-67. For the cases selected in the monthly federal reporting sample, the activity and
attendance information must be entered into the Work Opportunities Management
Information System (WO MIS) to be included in the federal report.

INQUIRIES:

Please direct questions to Mark Millspaugh at mmillspa@dhr.state.md.us or
410-767-8558.