



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number:

#00-39

Effective Date: Upon Receipt

Issuance Date: March 20, 2000

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

Charles E. Henry for

FROM: ROBERT J. EVERHARD, EXECUTIVE DIRECTOR

RE: WORK REQUIREMENTS UNDER THE PERSONAL RESPONSIBILITY
AND WORK OPPORTUNITY ACT OF 1996 (FEDERAL WELFARE
REFORM) - TEMPORARY CASH ASSISTANCE

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

The Administration has established policies in Action Transmittal 97-66 Revised and Action Transmittal 97-67 that require the local departments to collect timely and accurate data on work activities. Local departments are not currently required to enter attendance data into the Work Opportunities Management Information System (WO MIS) for all cases. They may use the system for managing their single parent family caseload. However, attendance data must be entered for all two-parent cases.

Even though local departments are not currently required to enter attendance data into WO MIS for all cases, they are expected to maintain attendance records on all work activity participants. The WO MIS manual states that the federal participation rate requirements "necessitate the collection of attendance information for certain Temporary Cash Assistance recipients." The manual also states that local staff are "expected to locate and enter attendance information for each person who was in a work activity for at least one day during the month" for the cases selected in the TANF federal reporting sample. The Administration sends a memo each month that notifies the local departments of the individuals selected in the sample and instructs them to enter the attendance information in WO MIS. In addition, the memo instructs the local departments to forward any paper "documentation that clearly proves or verifies the hours of attendance recorded in WO MIS." In addition, customers who have received

24 months or more of TANF funded assistance must be in work activities and local departments must collect and maintain documentation of these activities. The only individuals exempt from the 24 month work requirement are those with children under 6 years of age who cannot obtain adequate childcare.

NEW POLICY:

Each local department of social services (DSS) is expected to take the action described below. This action is related to the federal work requirements briefly described in the Background section of this Action Transmittal.

1. **Local department work program staff must maintain accurate and up to date paper documentation of mandatory work participants. The accurate and up to date paper documentation for mandatory work participants should include, but is not limited to:**
 - **The activity**
 - **The number of hours actually attended each week**
 - **Location of activity**
 - **The frequency of the participant's engagement in the activity**
 - **Signature of service provider**

This will ensure that the Administration has accurate documentation readily accessible to produce the required reports requested by the Auditors in a timely fashion. This will also support the Administration with its monitoring efforts.

ACTION DUE:

This action transmittal is effective upon receipt.

INQUIRIES:

Please call Patricia Nowakowski at 410-767-7469 with questions regarding required paper documentation. Please call Mark Millspaugh at 410-767-8558 with questions regarding data entry into WO MIS.

cc: DHR Executive Staff
FIA Management Staff
CIS Testing Facility

Help Desk
Constituent Services
FIA Trainers