



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

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

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

**RE: CHANGES TO TEMPORARY CASH ASSISTANCE (TCA) WORK
REQUIREMENTS**

PROGRAM AFFECTED: TCA

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

In December 2005, Congress passed the Deficit Reduction Act (DRA) of 2005 reauthorizing the Temporary Assistance to Needy Families (TANF) Program. The United States Department of Health and Human Services, Administration for Children and Families issued regulations effective October 1, 2006 redefining the TANF work participation rate requirements and expanding the number of recipients who are included in the calculation of the State's rate.

Maryland has been able to meet its 50% work participation rate (WPR) each year because we had a very high caseload reduction credit. Under DRA the credit is based on the 2005 caseload, which is considerably lower than the 1995 caseload, resulting in a much lower credit. To make sure we meet our work participation rate for Federal Fiscal Year 2007 (October 1, 2006 – September 30, 2007) each local department must have more than 50% of work eligible individuals engaged in federally countable work activities for the required number of hours.

Included in this transmittal are: a definition of work eligible individuals; who is an exempt individual; instructions for processing specific TCA assistance units; revised federal work activity definitions; revised requirements for documenting customer attendance and supervision, holidays and excused absences; the requirement to enter customer activity and attendance information into the redesigned work information system, WORKS (formerly WOMIS); and clarification on required hours of participation. Updates to the TCA manual and The Work Book will be issued shortly.

A. Work Eligible Individuals

All work eligible individuals (mandatory individuals) are included in the calculation of the Work Participation Rate (WPR). Work eligible individuals (WEI) are all TCA adult or minor head of household recipients unless excluded or exempt. Exclude the following individuals from the WPR:

- Individuals subject to sanction, including individuals:
 - In conciliation
 - Under appeal for sanction
 - In the adverse action period or sanctioned (OTX) (Sanctioned for non-cooperation with work, child support, or substance abuse requirements.)
- Children under 16 years of age
- A parent providing care for a disabled family member who lives in the home and who does not attend school on a full time basis
- The parent of a child under age one, when the parent has not used the maximum 12 months exemption.
- Non-parent caretaker relatives
- State funded immigrants who are not eligible for Federal TCA because of immigration status.
- Child who is a full time student
- SSI recipients
- Minor parents who are not the head of household

B. **Work Status Codes (WORK Screen)**

Work Status codes that no longer apply to the customer's information in CARES will generate **Error Message 2286 (Work Status “__” Not valid)**. Case managers will have to remove the invalid code or change it to one that applies to the customer's actual work status.

C. **Using the Work Number to verify employment**

The website is www.theworknumber.com. The telephone number is 1-800-660-3399. The Work Number is free, but your agency must have a registered fax number to use it. When you use The Work Number:

- 1) From the site's home page, click on "Enter Social Services Section"
- 2) From next screen, select "Social Services Login"

3) Next screen that appears is "Permissible Purpose." Click on first option, where it states we are a governmental agency using the site to determine employee's eligibility...." Click on Submit.

4) After this, you will arrive at the screen where you enter Employer, SSN, etc.

D. **Specific Households**

1. **Subject to Sanction**

Individuals subject to sanction for non-compliance, without good cause, with a required activity may be subtracted from the denominator of the work participation rate (WPR) calculation for up to three months.

Notify the customer, within 48 hours of finding out about the non-compliance, that the non-compliance without good cause makes them subject to sanction. This does not have to be a separate notice. Include the statement on the Notice of Non-compliance (NONC) advising the customer of the non-compliance. **Required wording is:** Client's Name failed to comply with work program requirements and is subject to sanction.

Remove the customer from the WPR the month the NONC goes out advising the customer they are subject to sanction. Continue to remove the customer from the WPR for a maximum of three months through the conciliation and sanction period.

To remove the customer from the WPR, code WORKS:

OTC for customers in conciliation.

OTU for under appeal for sanction

OTX for adverse action or sanction

Example: Customer failed to comply with a work activity. On September 15 the case manager sent a Notice of Non-Compliance advising what the non-compliance was and what the customer needed to do to correct the non-compliance. The NONC also advised the customer that she was subject to sanction. Code WORKS **OTC** for the month of September.

2. **Two parent households**

Two able bodied parents with a child in common are considered a two parent household. If one or both parents are disabled the household is not a two parent household for federal work participation purposes.

Maryland chose to pay two parent households out of State General Funds and not charge those State funds to Maintenance of Effort (MOE). Not using federal funds allows Maryland to avoid possible federal penalties. The change in the funding source does not affect work participation requirements for the parents in two parent households.

Require the parents to participate for a combined 40 hours averaged weekly. The first 30 hours of participation must be in a federally defined core activity. The 40 hours may

be attained by participation of either one of the parents or both. If the family receives federally funded child care the required participation hours increase to 55 hours per week. At least 50 of the 55 hours must be in core activities.

A two-parent household is not eligible for the child under one exemption. One parent in the two-parent household can claim the 12 weeks postpartum exemption.

3. Households with SSI recipients

There are no changes to the policy and procedures for SSI recipients. They are exempt from work requirements. However, an SSI recipient household member who is working is countable as a work participant. An SSI recipient may participate in the Social Security Administration's Ticket to Work Program or other employment. When the SSI recipient is employed or wants to volunteer for a TCA work activity, the Data Manager must manually complete the registration in WORKS,

CARES Change:

CARES displays SSI recipients on the **STAT screen** with a Financial Responsibility code of '**NM**' and a client level Reason code of 203 (Receiving SSI).

For SSI recipients currently active on CARES, the **WORK screen** displays '**YE**' in the Work Requirement field and '**DB**' in the **Work Status field**. Although it will appear that the SSI recipient is a work eligible individual, they will not be work registered. The WORK screen for new assistance units that have SSI household members will not require an entry in the **Work Requirement** or **Case Status** field.

4. Disabled

4a. Households with an individual disabled for 12 months or more

There is no change to the policy regarding long term-disabled individuals. They must file for SSI, and follow Disability Entitlement Advocacy Program requirements. Disabled applicants or recipients must have a medical disability form 402 B completed and a 402W.

Maryland law exempts long-term disabled individuals from mandatory work participation. They are countable in the WPR (included in the denominator) and do count in the calculation of the WPR. Encourage long-term disabled customers to volunteer to participate in appropriate activities, but do not sanction for non-compliance. Contact should be made with the DEAP representative or the DEAP TCA individual monthly to verify the customer is complying with DEAP requirements.

Case managers and vendors must be very careful when referring a disabled customer to a work activity. Review the 402B and the 402W carefully. If the 402W indicates the customer may participate in an educational or vocational program, evaluate the programs available to ensure the customer is in a program in which he or she can succeed and gain employment skills and knowledge.

Please refer to Action Transmittal 06-35 for additional information.

4b. Short term disabled

Short term disabled individuals (less than 12 month disability) are work eligible individuals, but have good cause for not complying. They can meet UE requirements by participating in wellness activities. They will be included in the WPR (denominator) and count in the calculation. Customers verify the short-term disability with a 402B disability form and a 402W.

CARES CHANGE:

CARES processing procedures remain the same for both short and long-term disabled individuals.

Code the bottom of the CARES **UINC** screen for a long-term disabled individual to show SSI pending and the SSI application date.

The CARES **WORK** screen will display disabled household members as 'YE' in the **Work Requirement** field and 'IL' (Illness or incapacity < 12 Months) or 'DB' (Long-Term incapacity > 12 months) in the **Work Status** field.

WORKS:

The disability information will download to WORKS from CARES. The information on the disabled customer's **DEM2** and **WORK** screens is displayed on the WORKS **BASIC Information** screen. Disabled customers can be coded OTD in WORKS.

5. Caring for a disabled household member

A parent providing care for a disabled family member living in the home who does not attend school on a full time basis is exempt. Attending school 80 percent of the time is considered full time. The disabled person may be a spouse, child or other adult in the household and does not have to be a member of the TCA assistance unit. The disabled individual must have a medical statement verifying the disability unless the individual receives SSI or other federal disability assistance. The applicant or recipient must also provide a statement from the health care provider that the person is needed in the home to provide care for the disabled individual. If the disabled individual is a child, the parent must complete a 434-C TCA Supplemental Medical Evaluation Form – Child Only (formerly the 334-C) stating why the parent is needed in the home to care for the child.

CARES CHANGE:

CARES accepts a case manager entered code of 'NO' in the **Work Requirement** field and 'IN' in the **Work Status** field on the **WORK** screen for the household member who cares for a disabled child or adult. In order for CARES to recognize that the caregiver is exempt from work requirements, the disabled child or adult must display as a recipient (**RE**), non-member (**NM**) or SSI recipient (**SI**) in the TCA AU. Note: an SSI adult displays as 'NM' on the TCA **STAT** screen.

➤ If the disabled household member is a recipient in the TCA assistance unit, take the following actions:

On the **DEM2 screen**:

- Enter the appropriate Disability/Incapacitation code for the disabled household member.
- Enter an Approval Source Code (see CARES valid values in Appendix 2 of this AT) with the appropriate Month and Year (MM/YY).
- Enter a disability Begin and End Date.

On the **WORK screen** for the care giver:

- Change the Work Requirement Code to 'NO'
- Change the Work Status Code to 'IN'
- Commit the data.

➤ If the disabled household member **is not** a recipient in the TCA assistance unit, take the following actions for the care giver to claim the 'IN' exemption in CARES:

- From **AMEN**, access Option K (Add-A-Person) and follow normal screening procedures to add the non-recipient disabled household member to the TCA AU.
- In Option O (Interview), proceed to the **STAT screen** and enter a Relationship Code that best fits the disabled household members' relationship to the head of household.
- Enter a Financial Responsibility code of '**NM**' for the non-recipient household member.

On the **DEM2 screen**:

- Enter the appropriate Disability/Incapacitation code for the disabled household member.
- Enter an Approval Source Code (see CARES code sheet at the end of this AT) with the appropriate Month and Year (MM/YY).
- Enter a disability Begin and End Date.

Option P (Process):

- Repeat the same procedures for completing the **STAT and DEM2 screens for each processing month.**

Option Q (Finalize)

- Finalize the Add-A-Person process

Option R (Interim/Historical change)

- Fastpath to the **WORK screen** for the care giver:
- Change the **Work Requirement** Code to 'NO'
- Change the **Work Status** Code to 'IN'

Commit the data.

6. Needy caretaker relatives other than parents

There are no changes to the policy or procedures for needy caretaker relatives. They are exempt from work participation requirements in Maryland. Encourage a caretaker relative to participate, but do not require participation and do not sanction for not participating. Continue to process the needy caretaker cases the same way as always. Our TANF State Plan considers payment to the needy non-parent caretaker relative as a room and board payment for the children that is one person higher than the payment for the number of children in the assistance unit. Following current CARES procedures will calculate and issue the correct payment amount. This action is taken by CARES staff and is transparent to local department staff.

CARES CHANGE:

CARES processing procedures remain the same. The relationship of the child in the TCA household must be other than 'CH' on the **STAT screen** in order for the TCA AU to qualify as a non-parent caretaker relative AU. The **WORK screen** will automatically display **'NO'** in the **Work Requirement** field and **'CR'** in the **Work Status** field.

7. Citizenship

7a. Non-TANF-Eligible Legal Immigrants

These individuals are immigrants who would otherwise be eligible for federal TCA except for their immigration status (primarily immigrants within the five year federal ineligibility period). The parents are not counted in the federal WPR denominator, but are counted for the UE rate. The children are paid a room and board rate one person higher than the number of needy children, like the needy caretaker relatives. Because the children are paid out of State funds, the parents are required to participate in work activities, if not otherwise exempt, and may be sanctioned for not participating. The case manager must verify that the immigrant has a valid work authorization permit before sending the immigrant to a work activity.

7b. TANF- Eligible Legal Immigrants

Immigrants paid out of federal TCA funds: immigrants who have 40 quarters of earnings, those who are veterans or military active duty, and those who have attained citizenship, are work eligible and counted in the federal WPR.

CARES CHANGE:

CARES processing procedures remain the same. The **WORK screen** will display **'YE'** in the Work Requirement field.

7c. Illegal immigrants

There are no changes to policy for illegal or undocumented immigrants. Illegal immigrants are not eligible for TCA. Do not require an illegal immigrant to participate in a work activity and do not sanction for not participating.

CARES CHANGE:

CARES processing procedures remain the same.

The **Work Screen** will display a '**YE**' in the **Work Requirement** field if the immigrant currently displays as an ineligible household member (ND-202) on the **STAT screen**. Although it will appear that the undocumented household member is a work eligible individual, they will not be work registered. The **WORK screen** for new assistance units that have illegal household members will not require an entry in the **Work Requirement** or **Case Status** field.

8. Minors

There are no changes to policy and procedure for minors, minor parents, spouse of a minor parent or minor parent head of household.

9. Parent of a child under one

There are no changes to the policy for the parent of a child under one. The single custodial parent of a child under age one is exempt for a maximum of 12 months in the parent's lifetime. The child under one exemption does not apply to two parent households.

Example: Customer applies for TCA. She has an eight-month-old baby. The customer is exempt with a child under one for four months. Two years later she reapplies for assistance and has a two and half year old child and a five-month-old baby. The customer is eligible for the child under one exemption for seven months.

CARES CHANGE:

Parent of Child Under One Exemption - CK

- For all active TCA household members that no longer meet the exemption of '**CK**' because of a child turning one, CARES automatically updates the **Work Requirement** field to '**YE**' for the ongoing month.

NOTE: Add a newborn to the TCA AU effective the first of the month after it is reported to the local department. WORKS codes the pregnant woman as work eligible (unless otherwise exempt) until the month in which the baby is added. Code the pregnant woman **OTP** in WORKS for the month prior to the addition of the baby

E. PROJECTING HOURS OF EMPLOYMENT

Project hours of employment for up to six months from the date that is on the documents used to calculate attendance. (See The Work Book or the TCA Manual for additional information on self-employment hours.)

F. **INFORMATION ON SPECIFIC WORK ACTIVITIES** (see the chart at the end of the AT and The Work Book.)

1. **Job Search and Job Readiness Assistance (JBS)** (core activity)

Job Search may not be counted in the federal work participation rate for more than 6-weeks per customer per Federal Fiscal Year (FFY) (October 1 to September 30) with no more than **4 consecutive weeks of participation counted at one time**.

Job Search includes the following activities and codes:

Substance Abuse Treatment	(JBT)
Mental Health Treatment	(JBM)
Rehabilitation Services	(JBR)

- As little as 1 hour used for JBS counts for a full week of the 4 and 6-week limit during a FFY.
- For federal reporting purposes, FIA will not count any JBS hours unless the JBS hours help make the customer countable for the month.
- For case management purposes, all JBS/OBS hours must appear on State reports.

If a **JBS code** is used and the customer does not need the hours to be countable in the WPR for the month, at the end of the month WORKS changes the JBS code to a companion State Defined Activity (SDA) code (OBS). Review the case record because the documentation may not contain the same codes because of the system change.

Since JBS hours are limited, use of the OBS code may be appropriate in certain situations. For example, up-front job search is required and has proven to be a good diversion tool. If an LDSS has a multi-week job search/job readiness workshop it may be better to use the JBS hours for the workshop rather than up-front job search. For the up-front job search use OBS. This shows the applicant as active for the purposes of universal engagement during her initial weeks should she become a recipient and holds the JBS hours for the workshop. JBS should help individuals work through barriers they have and become fully capable of being employed. Job Readiness includes a variety of activities aimed at assisting the person to locate unsubsidized employment as quickly as possible.

1a. **Job Search activities:**

Include: making contact with potential employers, whether by telephone, in person or via the Internet, to learn of suitable job openings, applying for vacancies, and

interviewing for jobs. Instruction in effective strategies that can be used by individuals in seeking and obtaining their own jobs.

Services include, but are not limited to: resume writing, interviewing skills, labor market information, telephone techniques, information on job openings, and job acquisition strategies, as well as the provision of office space and supplies for the job search.

1b. Job Readiness activities:

Instruction in career exploration and in basic work place expectations and behaviors. Substance abuse treatment (JBT) or other barrier removal activities are considered a form of Job Readiness Assistance.

JBS now includes these additional activities:

- Substance Abuse Treatment (JBT)
- Mental Health Treatment (JBM)
- Rehabilitation Services (JBR)

1c. Substance Abuse Treatment, Mental Health Treatment and Rehabilitation Services activities:

Treatment or therapy must be determined to be necessary according to a qualified medical or mental health professional. This is a treatment-oriented activity. JBT includes all stages of substance abuse treatment including referral, waiting list, and treatment. Treatment includes both residential and outpatient.

Individuals participating in substance abuse treatment beyond four consecutive weeks and for more than a total of six weeks should remain in JBT for the purposes of being countable toward the universal engagement participation rate. They, however, will not be countable toward the federal WPR during the federal fiscal year. The goal is that they become drug free.

The following activities are not acceptable for job search or job readiness:

- Activities that are essential to the health, safety and welfare of families
- Activities associated with a child's health checkups, immunization, and school attendance
 - Parenting skills training or participating in Head Start
 - Remedial education and English as a Second Language (ESL) classes
 - Personal care during recovery from a medical problem, bed rest, hospitalization
 - Activities that promote a healthier lifestyle, such as smoking cessation

2. Vocational Education (BEV) (core activity)

BEV includes organized, educational programs directly related to current or emerging occupations, trades, or vocations. An educational organization (e.g. Vocational-

Technical School, Community College, or proprietary school) must provide the training. Education beyond an AA degree is not allowed as BEV. **Vocational Education cannot be countable for more than 52-weeks during a customer's lifetime.**

- As little as one (1) hour of BEV used counts for as a week of the 52-week limit during a customer's lifetime.

Evaluate any program a customer is enrolled in to determine whether it meets the definition of a BEV program. The case manager should also review:

- Has the customer used the allowed 52 weeks (12 months) of BEV?
- Is the customer learning skills or gaining knowledge that the customer can use to obtain employment?
- Can the customer complete the program in 12 months?

Example:

Customer is in a Certified Nursing Assistant (CNA) training program that lasts 18 months. The customer has never been in a BEV coded activity before and is countable in BEV for 12 months. The customer is gaining skills that enable him or her to become employed when the program is completed.

Review the options: Does the customer go to the program at night or during the day? Can the customer's hours be switched to allow participation in a different countable activity while the customer still participates in school? Is the customer involved in another activity that could be a countable activity?

When possible try to engage the customer in an additional countable activity. Try to "Save" the customer's BEV hours. If the decision is to use the BEV code for 12 months, the customer must participate in a core activity for 20 hours per week to be countable for the remaining 6 months of the program and to remain eligible for TCA.

3. Secondary Education/GED (BED)(non-core activity)

BED includes educational instruction provided by a secondary school or an alternative educational program leading to a high school diploma or high school equivalency (e.g., GED).

- Individuals in BED activities **must not have received** a high school diploma or a certificate of high school equivalency (GED).
- Adult's must participate for 20 hours per week in one of the Core work activities before hours in BED are countable.
- BED is a core activity for teens, teen heads of household or teen spouses (age 16-18) in BED must maintain satisfactory or passing grades, achievements, or ratings and their attendance must be at 80% or above.

- BED does not include adult basic education (ABE) and English as a Second Language (ESL) unless it is linked to or included in the curriculum for high school or GED courses.
- Customers must make “good or satisfactory” progress for hours to count. Determine progress using both a qualitative measure (grades) and a quantitative measure (on target to graduate by the end date of the course of study).

The WORKS **Attendance screen** contains a Y/N field to acknowledge if the customer is making good or satisfactory progress. Maintain documentation in the customer’s paper file. QC reviews will include a determination of appropriateness of the documentation. A system edit will prohibit a Y entry if the estimated activity end date is not current or future.

4. Education/ABE/ESL (BER) (non-core activity)

BER includes education that is directly related to employment—a specific occupation, job or job offer. This includes courses designed to provide the knowledge and skills for specific work settings. It may also include adult basic education or ESL, and for activities that prepare participants for employment requiring a high school education, GED class may be BER.

The assessment or the family independence plan must include a statement indicating how the BER activity is directly related to employment.

- Individuals in BER **must not have received** a high school diploma or a certificate of high school equivalency.
- Adult basic education and English as a Second Language (ESL) classes are allowable.

Adults in this activity are countable toward the State's work participation rate only after the individual has participated for 20 hours per week in one of the Core work activities.

- BER is a core activity for teen heads of household or teen spouses (age 16-18).
- Customers must make good or satisfactory progress in order for their hours to count. Determine BER customer progress using both a qualitative measure (grades or instructor’s evaluation), as well as a quantitative measure (on target to graduate by the end date of the course of study).

G. WORKS Procedures for updating hours

- Enter the customer's social security number on the **Customer's Search** page and press **Enter** or click the **Search Customer** button. The **Search Results** page displays basic information on the customer.
- When you select the appropriate program i.e. TCA, TCA Diverted, Food Stamps, NPEP, the left navigation bar expands.
- Select **Attendance** from the left navigation bar and the **Attendance Screen** will open and display activity codes with the service providers.
- Enter the actual attendance hours for each activity, for each week based on the documentation.
- Totals will automatically display at the bottom of each column for each week and monthly totals are displayed to the right.
- After entering all attendance information, press the **Submit** button and you will see **Database Update Successful**.
- Select another function from the left navigation bar to leave the **Attendance Screen** and continue working in WORKS or log out.

H. **HOLIDAYS AND FEDERALLY COUNTABLE EXCUSED ABSENCES**

Customers may now receive federally countable hours of participation for holidays and 80 hours of excused absences, for good cause, in any 12-month period. These federally countable hours are over and above the 10 hours (of the 40 scheduled) that the case manager may already excuse. These federally countable excused hours should be used for "fill-in" for weeks where the customer's hours would fall below 30. The 12-month period begins on October 1, 2006 for all current recipients. For cases that open after October 2006, the 12-month period will begin with the first month of TCA eligibility.

- In order for holiday and good cause excused absence hours to count the customer must be scheduled to work in a countable activity or activities in that period but is off because of the holiday or excused absence. Absences should be scheduled in advance when possible.
- The good cause absences are considered counted as "instances." To encourage good work attendance, customers may use instances in as little as one-hour increments not to exceed 16 hours in a report month and 80 hours in their 12-month period. **A maximum of 16 total hours (2 days) may be used each month.** (This applies to excused absences.)

Example: Customer has to go to her child's school for a meeting. She will be three hours late for her activity. This is a good cause absence. The three hours would be charged to OTF – Family Services/Counseling. The customer's instance counts as

three hours toward her maximum of sixteen hours for the month and eighty hours for her twelve-month period.

WORKS

Enter the good cause, excused absence into WORKS on the **Attendance Screen** and record the hours in the activity to which the absence is charged. In the example above, this would be OTF. Move down the screen to the lower box and enter the excused absence activity, the number of excused hours, and which week during the month the absence occurred. The system will determine whether the hours are needed to make the customer countable for the month.

An 80-hour counter subtracts any countable absences. WORKS will not allow the entry of more than 16 hours of excused absences in a month or 80 hours in a year.

I. CREDITED HOURS

- Credit participants in work programs with 8 hours of attendance for days in which the:
 - Service provider or employer is closed due to a holiday or inclement weather, or
 - For days the participant is engaged in jury duty.
- Do not credit participants in programs through a community college or other educational institution for attendance during any break (e.g. Spring Break) period lasting more than two work/schooldays in a month. For breaks lasting longer than two work/school days in a report month, the participant should be scheduled in a countable, federally defined work activity so that he or she may generate countable hours during the break period.
- Local departments may develop policies regarding excused absences and creditable hours of participation similar to those in common personnel practices.
- Participants engaged in Vocational Education, Secondary Education/GED or Education Directly Related to Employment/ABE/ESL may be given credit for hours of participation in classroom activities.

WORKS Procedures

- Enter the customer's social security number on the **Customer's Search** page and press enter or click the **Search Customer** button. The **Search Results** page displays basic information on the customer.
- Once you select the appropriate category, i.e. TCA, TCA Diverted, Food Stamps, or NPEP, the left navigation bar expands.
- Select **Attendance** from the left navigation bar and the **Attendance Screen** will open and display activity codes with the service providers.

- Enter the actual attendance hours for each activity, for each week based on the documentation.
- Totals will automatically display at the bottom of each column and for each week in the far right column.
- After entering all attendance information, press the submit button and you will see the message, **Database Update Successful**.
- Select another function from the left navigation bar to leave the **Attendance Screen** and continue working in WORKS.

Run the WORKS **Missing Attendance Report** to identify customers recorded in WORKS as engaged, but for whom there has been no attendance entered for the report period. This is a helpful management tool that will assist you in meeting this new data entry requirement.

INQUIRIES

Please direct TCA policy questions to Marilyn Lorenzo at 410-767-7333 or email mlorenzo@dhr.state.md.us or to Gretchen Simpson at 410-767-7937 or email gsimpson@dhr.state.md.us. Please direct CARES system questions to Fern Parson at 410-767-7064 or email fparson@dhr.state.md.us.

cc: FIA Management Staff
Constituent Services
Help Desk

TCA CORE CASE ACTIVITIES

Activity	Revised Activity Definitions 10/1/06	Requirements Specific to the Activity	Verification and Supervision Required
Unsubsidized Employment (WEJ)	Full or part time employment in the public or private sector that is not subsidized by TCA or any other public program.	Customer has countable earned income.	Use signed time sheets or pay stubs to show activity verification.
Subsidized private Sector Employment (WSU)	Employment in the private sector for which the employer receives a subsidy from TCA or other public funds to offset some or all of the wages and cost of employing a recipient.	Grant Diversion or P-10 funded	Use signed time sheets or pay stubs to show activity verification.
Subsidized public sector employment (WSP)	Employment in the public sector for which the employer receives a subsidy from TCA or other public funds to offset some or all of the wages and cost of employing a recipient.		Use signed time sheets or pay stubs to show activity verification.
Work Experience (WEX)	A <u>work</u> activity that provides an individual with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain employment. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment. Participants continue to receive TCA. The participant is considered an employee for purposes of workers' compensation only.	Subject to Fair Labor Standards Act (FLSA)	Time sheets or activity sheets, showing daily activity and signed by the supervisor or the employer. Supervision of the individual is performed as part of the normal workday by the site supervisor, employer, the vendor, or the case manager.
On-the-job-training (OJT)	<u>Training</u> in the public or private sector that is given to a paid employee while he or she is engaged in productive work that provides knowledge and skills <u>essential</u> to the full and adequate performance of the job.	Customer has countable earned income. Not subject to FLSA	Time sheets or activity sheets. Supervision of the individual performed as part of the normal workday by the site supervisor, the vendor, or the case manager.
Job Search and Job Readiness Assistance (JBS) -	The act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, and short-term substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable. A qualified medical or mental health professional must determine that treatment or therapy is necessary.	May only participate for 4 consecutive weeks and 6 weeks per Federal Fiscal Year (FFY) period to be countable in the WPR. Can count independent job search only if supervised.	Time sheets or activity sheets must show daily time. Supervisor is aware of daily activity. Supervision of the individual is performed as part of the normal workday by the site supervisor or the vendor, or case manager.

TCA CORE CASE ACTIVITIES

Activity	Revised Activity Definitions 10/1/06	Requirements Specific to the Activity	Verification and Supervision Required
Community Service (WEM)	TCA recipients perform work in structured programs for the direct benefit of the community under the aid of public or nonprofit organizations. Community service programs improve the employability of recipients unable to obtain employment.	Take into account prior training, experience, and skills of a recipient in making community service assignments. WEM is <u>limited</u> to projects that serve a useful community purpose. Subject to FLSA.	Time sheets or sign in/out sheets Supervision of the individual is performed as part of the normal workday by the site supervisor, the vendor, or the case manager.
Vocational Educational Training (BEV)	Organized educational programs directly related to the preparation of individuals for employment in current or emerging occupations requiring training. Training must be provided by an educational organization. (e.g. Vocational-Technical School, Community College, or proprietary school.)	Not to exceed 12 months (52 weeks) in any individual's lifetime. May not include education beyond AA degree. Not intended to be a college scholarship program for post secondary education. Must be provided by education or training organizations, such as vocational-technical schools, community colleges, post secondary education institutions and proprietary schools.	Attendance records or grading records showing attendance. Supervision of the individual is through vendor or case manager contact.
Child care for an individual participating in a community service program (WEC)	Providing childcare to allow another TCA recipient to participate in a community service program. If in a two-parent household- one parent is in a WEM the other parent may be considered providing child care (WEC) for their own children.	May only be childcare for another TCA recipient in a WEM program. If in a two-parent household-one parent is in a WEM the other parent may be considered as providing child care (WEC) for his or her own children.	Use log of hours care was provided. If 2 parent, employment specialist must sign time sheet. Pay records.

TCA NON-CORE WORK ACTIVITIES
(Does not make the customer countable for work participation rate purposes without 20 hours/week of core activities)

Activity	Revised Activity Definitions 10/1/06	Requirements Specific to the Activity	Verification and Supervision Required
Job skills training directly related to Employment (IST)	Training or education for job skills required by an employer to provide an individual with the ability to obtain employment or adapt to the changing demands of the workplace	Must be for a specific occupation such as truck driving, welding, and nursing assistance. Barrier removal activities such as substance abuse counseling may not be included.	Use attendance records or report cards showing attendance or sign in and out sheet to verify attendance and supervision.
Education directly related to employment/ABE/ESL (BER)	Education related to a specific occupation, job, or job offer. For participants who have not received a high school diploma or GED. Means education related to specific job or job offer.	Remedial education and English as a second language may be included as long as they are part of the normal work-focused curriculum. Assessment or FIP must document how job related. Unsupervised homework may not count.	Use attendance records or report cards showing attendance or sign in and out sheet to verify attendance and supervision.
Satisfactory attendance at secondary school or in a GED program (BED)	Regular attendance in accordance with the requirements of the secondary school leading to a GED certificate.	Recipients who have not received a high school diploma or equivalency. Participants should make good or satisfactory progress Unsupervised homework may not count.	Use attendance records, report cards showing attendance, or sign-in-and-out sheet to verify attendance and supervision.

CARES VALID VALUES DISABILITY APPROVAL SOURCE

HO- Hearing Officer

HP- Health Provider

MP-Medical Provider

MS-MRT/SRT

PA- Presumptive-AIDS

RR-Railroad Retirement/ Disability Approval

RS-SSA Disability Approval

SS-SSI

VA-Veterans Administration (100% disability)

VZ- Veterans Administration (disability less than 100%)