



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: # 07-30

Effective Date: IMMEDIATELY

Issuance Date: June 1, 2007

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR**

**RE: CHANGING THE FOCUS ON WORK PARTICIPATION  
REQUIREMENTS**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

### **SUMMARY:**

When we implemented universal engagement in November 2004, we also implemented the requirement for customers to participate in work activities for 40 hours per week. By simulating an average business work week we are best able to prepare customers for employment. Requiring 40 hours of participation also prepared us to meet anticipated changes to federal rules under TANF Reauthorization.

With the recent passage of TANF Reauthorization legislation that did not raise the minimum hourly requirement for the federal Work Participation Rate, the 40-hour per week participation requirement has come under reconsideration. While our work participation rate continues to increase slowly, to avoid federal penalties we need to do better, and to do that, we need to work with the customers who are not participating at all or are participating for less than the required number of hours. Our goal is to encourage employment and work activity participation that leads to employment.

### **Action Required**

Case managers should develop an Independence Plan for each customer that includes 40 scheduled hours of participation per week. However, **effective immediately, case managers should no longer impose a penalty against any customer who is participating in countable activities an average of at least 30 hours per week, or 20 hours per week if the customer is a single parent caring for a child under 6.**

Customers caring for a child under the age of 6 must participate for at least 20 hours per week in one of the Core Federal Work Activities. Customers with no children under 6 must participate for 30 hours each week, with at least 20 hours in Core Federal Work

Activities and up to an additional 10 hours in Non-Core Federal Work Activities. If a customer with a child under age 6 completes 20 hours or more, but less than 40 hours per week in an agreed upon activity, or if a customer with the youngest child of 6 or older completes 30 hours or more, but less than 40 hours per week in an agreed upon activity, **do not** impose a sanction against the customer. Also, if a customer fails to participate for the required number of hours but documents a good cause reason, do not impose a sanction, and ensure that the appropriate Other State Defined Activities (OT\*) are entered into WORKS.

**Core Federal Work Activities include:**

WEJ Unsubsidized Employment  
WSU Subsidized Private Sector Employment  
WSP Subsidized Public Sector Employment  
OJT On-the-Job Training  
WEX Supervised Work Experience  
WEM Supervised Community Service Programs  
WEC Providing Child Care for a Community Service Participant  
BEV Vocational Education (12 month lifetime limit)  
JBS Job Search/Job Readiness (4 consecutive/6 total week limit per fiscal year)  
    JBT Substance Abuse Treatment (counted as part of JBS)  
    JBM Mental Health Treatment (counted as part of JBS)  
    JBR Rehabilitation Services (counted as part of JBS)

**Non-Core Federal Work Activities include:**

IST Job Skills Training  
BER Education Directly Related to Employment  
BED Basic Education

**Other State Defined Activities include:**

OTM Wellness Rehabilitation  
OTD Disabled =>12 Months  
OTP Prenatal/Postpartum  
OTB Child < 1 (<= 12 months lifetime)  
OTG Caring for a Disabled Household Member  
OTQ Transferring Customer  
OTL Pursuit of Income Supports  
OTZ Seeking Child Care (<= 30 days)  
OTT Seeking Transportation (<= 30 days)  
OTF Family Services/Counseling  
OTV Domestic Violence Victim in Counseling  
OTO Court Ordered Appearance  
OTJ Temporary Incarceration  
OTS Substance Abuse Referral/Wait List  
OTC In Conciliation  
OTX Adverse Action Period or Sanctioned  
OTU Under Appeal for Sanction

To increase our ability to assist more customers and, in turn, increase our work participation rate, we must immediately focus our efforts on the TCA work mandatory population that is not engaged or is under-engaged in countable work activities or employment.

**INQUIRIES:**

Please direct TCA policy inquiries to Marilyn Lorenzo at 410-767-7333 or Gretchen Simpson at 410-767-7937.

cc: DHR Executive Staff  
DHMH Management Staff  
FIA Management Staff  
Constituent Services  
DHR Help Desk