



Department of Human Resources  
311 W. Saratoga St.  
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## FIA ACTION TRANSMITTAL

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

**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA**

**RE: DATA TRACKING REQUIREMENTS FOR WORK PROGRAMS**

### **PROGRAMS**

**AFFECTED: TEMPORARY CASH ASSISTANCE (TCA) WORK PROGRAMS AND  
FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAMS.**

**ORIGINATING OFFICE: OPA/ DIVISION OF WORK OPPORTUNITIES**

### **BACKGROUND INFORMATION:**

In connection with the work requirements imposed by federal legislation, Maryland has developed minimum standards for each local office's collection and maintenance of data on the work activities in which their Temporary Cash Assistance (TCA) customers and Food Stamp Employment and Training (FSET) program work registrants participate. Most of the details about the data collection systems used to track work activities can be found in the PI MIS Manual, published in February 1996 and in the FSET MIS Technical Assistance Guide, published in April 1996. The standards listed below are the general guidelines on data collection and data entry that have been previously articulated by staff of the Division of Work Opportunities in papers, letters, meetings and phone conversations.

### **ACTIONS TO BE TAKEN:**

Each local department of social services (DSS) is responsible for ensuring that all required data is collected in a timely and accurate manner, even if this function has been delegated to another entity (e.g., Service Delivery Area). At this point, no standard of timeliness has been developed; the standard of accuracy is that all required data is entered in the appropriate field, utilizing the most appropriate code available.

### **TCA Work Programs:**

In relation to the work activities in which TCA customers are placed, the following guidelines apply:

1. **Registering TCA Customers** - All participants in work activities, including unsubsidized employment, must first be registered in the WO MIS (formerly known as the PI MIS). Registration entails the collection and entry of the information included on the PI Application (DHR Form 1390). Areas using the CARES may eliminate the use of the PI Application Form by entering all pertinent information on CARES screens, thereby triggering the download of this information to the WO MIS the next day. Areas using the AIMS/AMF systems can not download information collected on those systems to the WO MIS. Therefore, these areas must manually enter the data included on the PI Application Form, using the appropriate WO MIS screen; we recommend but do not require the use of the Application Form in this process. Anne Arundel County, or any other area that has created its own data base, may also choose to electronically download the required data to the WO MIS, **as long as the downloaded data can be read into the WO MIS file structure by the local office.**

2. **Tracking Customers' Activities** - Local offices must enter information about each activity in which a TCA customer participates: 1) at the start of the activity, **and**; 2) at the end of the activity. It is important to note that some programs may include two or more activities (e.g., Work Experience and Job Search). If this is the case, the local office must track each type of activity separately, whether it is part of the same program or not. All data fields included on the Activity/Termination Form in the Add Activity and Leave Activity sections must be completed unless otherwise noted in the PI MIS Manual. We strongly recommend, but do not require the use of the Activity/Termination Form to collect the data described here.

Attached to this Action Transmittal is a revised excerpt from the PI MIS Manual giving the Activity Codes that should be used immediately when recording new work activity(ies) of TCA customers. If an activity has previously been added (Add Activity) to the WO MIS using an old Activity Code, you must use that same code to document that the person left the activity (Leave Activity).

**Note that unsubsidized employment is considered to be a work activity and should be tracked as such.**

3. **Documenting the Status of the Customer at Termination** - Local offices should not terminate a TCA customer from the WO MIS **until the date on which the customer closes his/her grant**. At the point of termination, the local office must document the status of the customer utilizing the available Termination Codes. If the customer is employed, the local office also must enter information about the job held by the customer. All pertinent data fields included on the Activity/Termination Form in the Termination and Placement sections must be completed. We strongly recommend, but do not require the use of the Activity/Termination Form to collect the data described here.

4. **Recording the Monthly Attendance of Customers in Work Activities** - Local offices **are not required** to enter into the WO MIS Attendance File, information about the monthly work activity attendance of TCA customers from single parent households.

Local offices may utilize this facility if they choose. **Local offices are required to collect and enter into the WO MIS, actual attendance information on all TCA customers from two-parent families.** Note that only hours of actual attendance (by week, by activity), not scheduled hours, must be entered. DHR has not developed any forms in connection with this process.

The monthly report on "subtractable" AFDC-UP cases that local areas had been asked to submit in previous years, is no longer required.

### **FSET Work Programs**

In relation to the work registration of Food Stamp recipients and subsequent placement of them into work activities, the following guidelines apply:

- 1. Work Registration** - All Food Stamp recipients who are **not exempted from having to be work registered** (i.e., do not meet any of the Statutory Exemptions) must be registered in the FSET MIS. Registration entails the collection and entry into the FSET MIS, of information included on the DHR Form 711A. Areas using the CARES may eliminate the use of the Form 711A by entering all pertinent information on CARES screens, thereby triggering the download of this information to the FSET MIS the next day. Areas using the AIMS/AMF systems can not download information collected on those systems to the FSET MIS. Therefore, these areas must manually enter the data included on the Form 711A, using the appropriate FSET MIS screen; we recommend but do not require the use of the actual 711A form in this process. Anne Arundel County, or any other area that has created its own data base, may also choose to electronically download the required data to the FSET MIS, **as long as the downloaded data can be read into the FSET MIS file structure by the local office.**
- 2. Tracking Work Registrants' Activities** - Local offices must enter information about each activity in which a Work Registrant participates. It is important to note that some programs may include two or more activities (e.g., Work Experience and Job Search). If this is the case, the local office must track each type of activity separately, whether it is part of the same program or not. DHR has not created a form to facilitate the collection of information on activities.
- 3. Documenting When a Work Registrant Receives a Notice of Adverse Action (NOAA)** - Local offices must record information about any Notices of Adverse Action are sent to the Work Registrant **for failure to cooperate with the work requirements under the FSET program.** This information is critical in the calculation of the State's participation rate. The field for recording this information is included on the screen related to the 711A data.
- 4. Documenting Other Outcome Information** - Local offices must enter other pertinent information about the outcome of the person's participation in a work activity, including job placement information if the person entered employment. This information is included on the DHR Form 294 which was previously completed by the SDA.

**ACTION REQUIRED OF:**

**All Local Departments of Social Services.**

**ACTION DUE DATE:**

**Upon Receipt.**

**INQUIRIES:**

**Inquiries may be directed to Fred Schroeder (767-8192) or any staff of the Division of Work Opportunities (767-7119).**

**cc: FIA Management Staff  
Constituent Services**