

Ohio Department of Job and Family Services
RMS CODES FOR SOCIAL SERVICES (SS)
RANDOM MOMENT SAMPLE OBSERVATION MOMENT

Random Moment Observation General Instructions

The information reported in webRMS is used to determine how the administrative costs are spread among the programs for federal financial participation.

PROGRAMS

Select the most appropriate program code that you are working on at the selected moment.

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| 100 | TANF Case Management/ OWF | Non-PRC activities provided to TANF eligible clients including Ohio Works First (OWF) recipients. |
| 102 | Prevention, Retention and Contingency (PRC) | Activities related to clients receiving benefits and services through county Prevention, Retention and Contingency (PRC) plan including transitional services for families no longer eligible for OWF cash assistance due to employment. |
| 104 | KPIP | Activities related to the Kinship Permanency Incentive Program (KPIP) program. |
| 105 | TANF Special Programs | Any new or existing TANF programs not otherwise identified by program codes. |
| 106 | CCMEP TANF – CDJFS Lead | Comprehensive Case Management & Employment Program (CCMEP) /Temporary Assistance for Needy Families (TANF) activities where the local county department of job and family services (CDJFS) is the lead agency pursuant to Amended House Bill 64 of the 131st General Assembly. |
| 200 | Medicaid | Assistance to eligible low income people of all ages who do not have the money to pay for medical services extended under Title XIX of the Social Security Act. Does NOT include activities for SCHIP. If working on SCHIP use program code 201. |
| 201 | Children’s Health Insurance Program (CHIP) | Also called Healthy Start, Medicaid services to uninsured children (up to age 19) in families with income up to 206% of the federal poverty level; insured children (up to age 19) in families with income up to 156% of the federal poverty level; and pregnant women in families with income up to 200% of the federal poverty level. |
| 202 | Medicaid Transportation Direct Delivery | Direct delivery of transportation services for Medicaid programs, including: pregnancy related services, Healthchek and non-emergency transportation programs. Do not use for administrative activities related to Medicaid transportation. |
| 300 | FA and FAET | Activities related to the food assistance (FA) and food assistance employment and training (FAET) programs, including able-bodied adults without dependents (ABAWD). |
| 400 | WIA/WIOA (Workforce Investment and Opportunity Act) | Activities and services that increase the employment, retention and earnings of participants, increase occupational skill attainment by participants, and reduce welfare dependency. |

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| 401 | WIA National Emergency Grants (NEG) | Under the Workforce Investment Act (WIA), NEG provides emergency employment and training assistance to workers affected by major economic dislocations, such as plant closures, mass layoffs, or closures and realignments of military installations; or to provide assistance for an area that has suffered an emergency or a major disaster; or to provide additional assistance to eligible dislocated workers. |
| 407 | CCMEP WIOA Youth Program | Youth activities under the Comprehensive Case Management & Employment Program (CCMEP). |
| 410 | WIA Administration | Costs meeting the WIA definition of administration related to workforce investment activities performed by staff exclusively identified with WIA activities. |
| 411 | CCMEP WIOA Youth Admin | Costs meeting the WIOA definition of administration related to workforce investment activities performed by staff exclusively identified with WIOA youth activities under the CCMEP program. |
| 500 | Child Care | Activities for child care activities. |
| 501 | Non-TANF Child Care | Child care services available statewide to clients who are not receiving TANF services. |
| 600 | Refugee Resettlement Program | The Refugee Resettlement Program is federally funded and provides for cash and medical assistance and social services to refugees who are ineligible for TANF, SSI and Medicaid. |
| 659 | Connecting the Dots | Activities to assist emancipating youth who are transitioning out of foster care. |
| 700 | Title XX Program (>200% FPL) | Services to families, children, and adults to strengthen family life and restore, maintain, or improve capabilities for self-support, self-care, and independent living. |
| 701 | Adult Protective Services | Services for the protection of adults who are not eligible under Title XX. |
| 760 | Child Welfare | Activities involved with the investigation and treatment of child abuse and neglect. |
| 800 | Title XX TANF (<200% FPL) | Activities for TANF recipients which strengthen family life and restore, maintain, or improve capabilities for self-support, self-care and independent living. |
| 900 | Disability Eligibility Assistance | Provides assistance to individuals or families not eligible for OWF or SSI. |
| 997 | Common to Several | Activity associated with more than one program, including activities that benefit multiple programs and general administrative activities that cannot be associated with a single program represented on this time study. |

- 998 Non-reimbursable Activities that are not being reimbursed or are being reimbursed through a mechanism other than a specific program allocation, such as a special project allocation, contract, or memorandum of understanding with another family services agency or workforce development agency.
- 999 Position Idle Employee was on break, at lunch, on leave or on personal business. Also, a position currently in the time study is idle when it is due to a short-term absence when the observation moment occurs and the position is not reassigned to an employee who is not currently in the time study.

ACTIVITY CODES

Select the one activity that best describes what you are doing at the selected moment.

- 100 TANF / PRC Administration/ Eligibility Determination Includes activities related to general administration and coordination of TANF programs, including eligibility determinations; administering sanctions; eligibility screening interviews; intake; review of household reports; eligibility review; benefit changes; appeal hearings; recordkeeping changes to file; overpayment preparation; IEVS activity; contract creation and administration; preparation of program plans, budgets and schedules; monitoring of programs and projects; fraud and abuse units; procurement activities; public relations; services related to accounting, litigation, audits, management of property, payroll and personnel; management information systems not related to the tracking and monitoring of TANF requirements; and preparing reports and other documents.
- 102 TANF / PRC Employment and Training Includes activities related to employment services such as job search/employment/training. Includes providing program information to clients and screening for barriers to employment and assessments; activities that relate to work activity programs, including development of employability plans; staff costs related to providing work experience and community service activities, on the job training, job search and job readiness, job skills training, and training provided as vocational educational training; related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups) and activities related to providing other work-related expenses such as costs for work clothes and equipment. ***Does not include: Administrative activities such as eligibility determination or contract administration (use 100).***
- 103 TANF / PRC Education not Related to Employment Services provided to improve knowledge and to obtain skills for employment. Services may include instruction or training in literacy education, English as a second language (ESOL) and General Educational Development (GED). Component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book, supplies and instructional materials; counseling, transportation; and referral to community resources.

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| 104 | TANF / PRC Work Subsidies / Subsidized Employment | Activities related to work subsidies, which include payments to employers or third parties to help cover the cost of employee wages, benefits, supervision or training; and employer incentives. <i>Does not include: Administrative activities such as eligibility determination or contract administration (use 100).</i> |
| 105 | TANF / PRC Transportation | Activities related to transportation that do not meet the federal definition of "assistance." This includes transportation activities for families who are employed (including work allowances) and all transportation activities provided as a nonrecurring, short-term benefit (regardless of employment status). Car repairs, allowances, bus tokens, car payments, auto insurance reimbursement, and van services. <i>Does not include: Administrative activities such as eligibility determinations or contract administration (use 100).</i> |
| 108 | TANF Summer Youth | Activities related to TANF summer youth employment program, which includes case management and administering payments to employers or third parties to help cover the cost of employee wages and benefits. Includes activities related recruitment and development of employers for the program. <i>Does not include administrative activities such as eligibility determination or contract administration (use 100).</i> |
| 110 | TANF / PRC Disaster Assistance | Activities related to providing emergency assistance for families who are enrolled in PRC diversion or employed. Services may include payments to cover losses; additional services to address immediate need; items such as temporary shelter, clothing, household items, appliances, and home repair. Activities must be limited to meet the federal definition of "non-assistance." <i>Does not include administrative activities such as eligibility determination or contract administration (use 100).</i> |
| 113 | TANF / PRC Transition | Includes PRC activities related to non-assistance benefits and services that do not fall under any of the other codes. These activities are for families in a transitional program and no longer eligible for OWF cash assistance due to employment. |
| 114 | TANF / PRC Housing Assistance | Activities related to housing assistance for families enrolled in PRC. Services may include rent, mortgage, property tax, property insurance, and homeless fees. <i>Does not include: Administrative activities such as eligibility determination or contract administration (use 100).</i> |
| 115 | TANF / PRC Utility Assistance | Activities related to utility assistance for families who are enrolled in PRC. Services may include electric gas, water, and phone. <i>Does not include: Administrative activities such as eligibility determination or contract administration (use 100).</i> |
| 116 | TANF / OWF Eligibility Determination | Includes non-PRC activities related to general administration and coordination of TANF OWF, including eligibility screening interviews; intake; review of household reports; eligibility review; benefit changes; appeal hearings; recordkeeping changes to file; overpayment preparation; IEVS |

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| 120 | CCMEP TANF Case Management | Activities include curriculum training, intensive case management, barrier removal; housing (rent, mortgage, property tax, and homeless fee), utilities (services including electric, gas, water, and phone); transportation for families who are employed or in job training programs (services including car repairs, allowances, bus tokens, car payments, auto insurance reimbursement, and van services); and education not related to employment (services including instruction or training in literacy education, English as a second language (ESOL) and General Educational Development (GED), component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book supplies and instructional materials; counseling, transportation; and referral to community resources). <i>Does not include: Administrative activities for CCMEP such as eligibility determination or contract administration (use 118) or expenses to be charged to WIOA.</i> |
| 121 | CCMEP TANF Follow Up Activities | Activities include management of performance measurements and activities related to work subsidies, which include payments to employers or third parties to help cover the cost of employee wages, benefits, supervision or training, and employer incentives. <i>Does not include: Administrative activities for CCMEP such as eligibility determination or contract administration (use 118) or expenses to be charged to WIOA.</i> |
| 200 | Medicaid Post -Eligibility Activities, Policy and Outreach, and General Administration | Includes activities related to general administration and coordination of Medicaid programs, including plan choice counseling and enrollment, staff development training (even if related to eligibility determination), appeal hearings, consumer assistance, outreach and marketing, policy development and research, and customer service activities including all call center activities related to benefits, general beneficiary education, and civil rights complaints. Activities in this paragraph are eligible for 50% FFP; with the exception of the State Children's Health Insurance Program (SCHIP). Includes activities of eligibility workers working with CRIS-E. |
| 201 | SSI Case Management | Assesses the needs of applicants and recipients alleging a disability, potentially eligible for Supplement Security Income (SSI); provides assistance in obtaining SSI and Medicaid for eligible recipients. |
| 202 | Medicaid Healthchek | Activities to provide preventive health screening and services to children. |
| 203 | Medicaid Pregnancy Related Services | Enhanced services for Medicaid eligible pregnant women. |
| 204 | Medicaid Non-emergency Transportation | Transportation for a patient whose medical condition does not require immediate response for the provision of medical treatment. |

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| 206 | Medicaid RSS | Activities associated with all Medicaid Residential State Supplement (RSS) programs. |
| 207 | Medicaid Program Integrity | Activities related to fraud investigations, computations, case preparation, collection, court hearings and administrative issues for Fraud and Investigative staff purposes. |
| 208 | Medicaid Enhanced Match | Activities of workers directly related to the eligibility determination process utilizing the new Integrated Eligibility System(EIS)/Ohio Benefits, including intake, verification of application information, eligibility determination, issuances of eligibility notices, and on-going case maintenance and renewal activities, such as file updates related to the ongoing-eligibility and maintenance of a beneficiary's eligibility, including annual renewals, address changes, income changes, household composition changes, etc. Also includes call-center activities related to eligibility determination and on-going case maintenance and renewal activities listed above. Activities in this paragraph are eligible for 75% FFP. <i>Does not include activities of eligibility workers working exclusively with CRIS-E.</i> |
| 300 | Food assistance (FA) Certification | Food assistance application, reapplication, benefit adjustment, screening interview, intake, review of household reports, eligibility review, and benefit changes. |
| 301 | FA Quality Control/Supervisor Case Review | Food assistance quality control case reviews. |
| 302 | FA Fraud Investigation/ Prosecution | Food assistance fraud investigation, prosecution, fraud proceedings, and claims preparation. |
| 303 | FA Appeal Hearings | Food assistance appeal hearings. |
| 306 | FA Other | Food assistance claim preparation, referrals, overpayment preparation, record keeping changes to files, case management, and all other case related activities. |
| 307 | FA ADP | Activities related to participation in modification to the development of a new state automated system for determining benefits eligibility. |
| 308 | Food Assistance Employment and Training (FAET) | Work Experience Program (WEP), Job Club/Job Search, appraisal and assessment and other administrative activities for all FAET participants. Does not include transportation. Consists of 100% federal funds. |
| 310 | FAET Transportation | Direct delivery of transportation services and administrative activities related to FAET transportation. Consists of 50% federal FAET and 50% state FAET funds. |

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| 311 | FAET Shared Services | Activities for FAET Shared services collaborations as approved by the Office of Family Assistance. |
| 404 | WIA Rapid Response Activities | Services for displaced workers who have been displaced due to the closure of businesses and industries. |
| 405 | WIA Administration | Activities related to the administration of Workforce Investment Act (WIA) services not related to the direct provision of WIA services. Costs of administration may be claimed in accordance with rule 5101:9-31-06(C) (2) of the Administrative Code. |
| 408 | WIA/WIOA Common To Several | Activities related to more than one WIA related service. |
| 411 | Industry Workforce Alliance | Activities related to establishing industry sector alliances with local partners and employers in planning, managing, and developing career pathway systems. |
| 412 | WIOA Youth Out of School - OSY (16-24) | Activities related to services for WIOA Out-of-School Youth (OSY) <i>excluding activities related to developing and managing work experience</i> . Participants must be ages 16-24, not attending any school, and must have one of the specified barriers such as being low income combined with either basic skills deficient, English language learner, or needing additional assistance, school dropout; subject to the justice system; homeless; runaway; or other barrier listed in WIOA 129(a)(1)(B). |
| 413 | WIOA Youth In School – ISY (14-21) | Activities related to services for WIOA youth ages 14-21 who are attending school, <i>excluding activities related to developing and managing work experience</i> . In school youth must be low income, and have one of several barriers such as basic skills deficient; an English language learner; offender; homeless; runaway; or other barrier listed in WIOA 129(a)(1)(C). |
| 414 | WIOA Youth Work Experience (OSY) | Activities related to developing and managing work experiences for OSY such as recruiting employers, approving training plans, monitoring worksites, and entering data or updating records related to work experience activity. |
| 415 | WIOA Youth Work Experience (ISY) | Activities related to developing and managing work experiences for ISY such as recruiting employers, approving training plans, monitoring worksites, and entering data or updating records related to work experience activity. |
| 416 | WIOA Adult | Activities and expenditures related to provision of adult services. Adult services include career services and training through the OhioMeansJob (OMJ) Center delivery system. |
| 417 | WIOA Dislocated Worker | Activities and expenditures related to services (career services and training) for dislocated workers. Dislocated workers include individuals who have been terminated, laid off, or received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff |

at a plant, facility, or enterprise; or were self-employed, but are now unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or are displaced homemakers

- 420 Connecting the Dots Activities to assist emancipating youth who are transitioning out of foster care.
- 424 CCMEP WIOA Activities other than work experience related to services for
Youth Ages 16-24 CCMEP WIOA Out-of-School Youth. Participants must be
Out of School Services ages 16-24, not attending any school, and must have one of the
specified barriers such as being low income combined with
either basic skills deficient, English language learner, or
needing additional assistance; school dropout; subject to the
justice system; homeless; runaway; or other barrier listed in
WIOA 129(a)(1)(B).
- 425 CCMEP WIOA For youth participants enrolled in CCMEP WIOA Youth Out-
Youth Ages 16-24 of-School services, costs related to the development and
Out of School management of work experiences such as job development with
Work Experience employers, preparation of work/training plans, worksite
monitoring, and job coaching. Work experiences may be paid
or unpaid including summer employment, employment
opportunities throughout the year, pre-apprenticeship programs,
internships, job shadowing, and on-the-job training.
- 426 CCMEP WIOA Activities other than work experience related to services for
Youth Ages 16-24 youth ages 16-21 who are attending school, low income, and
In School Services have one of several barriers such as basic skills deficient;
English language learner; offender; homeless; runaway; or other
barrier listed in WIOA section 129(a)(1)(C).
- 427 CCMEP WIOA For youth participants enrolled in CCMEP WIOA Youth In-
Youth Ages 16-24 School services, costs related to the development and
In School management of work experiences such as job development with
Work Experience employers, preparation of work/training plans, worksite
monitoring, and job coaching. Work experiences may be paid
or unpaid including summer employment, employment
opportunities throughout the year, pre-apprenticeship programs,
internships, job shadowing, and on-the-job training.
- 428 CCMEP WIOA Activities related to the administration of the CCMEP
Youth Admin Workforce Innovation & Opportunity Act (WIOA) program *not
related to the direct provision of CCMEP WIOA Youth
services.*
- 494 NEG-OH 28 Activities of local area staff when working with employers to
Sector Partnership develop career pathways in high demand industries for the
purpose of moving job seekers to employment. For local areas
with only a planning grant allowable activities are regional
planning, industry-focused strategies, and establishing sector
partnerships as described in TEGL 31-14. For local areas with
approved full implementation sector partnership projects
activities include those mentioned above as well as other grant
related activities as described in TEGL 31-14.

- 495 NDWG -29 Power Initiative Activities funded by the National Dislocated Worker Grant (NDWG) and related to the delivery of services to workers affected by changes in the coal industry.
- 500 Child Care Eligibility Determination **Child care eligibility determination; Child Care Development Fund (CCDF); non-direct services TANF: Administration.** Processing applications, securing required verifications and documentation, establishing and maintaining case records, assisting caretaker with child care provider selection and ensuring caretaker choice from all available eligible providers, authorizing days and hours of service, issuing proper notices to caretaker and provider, entering eligibility and authorization information into the Child Care Licensing Inspections Database System (CCIDS) 3299 reporting system, conducting twelve month eligibility re-determinations, investigating and processing child care improper payments, participating in county conferences and state hearings.
- 501 Child Care Provider Recruitment, Certification and Supervision **Child Care Development Fund (CCDF); non-direct services TANF:** regular provider recruitment, certification, and supervision. Recruitment, certification, and supervision of persons/parties who are, or want to be, service providers to the county's publicly funded child care program. Activities include: outreach to recruit new providers, retention of existing providers, inspection of providers to ascertain both initial and ongoing compliance with certification requirements, technical assistance and training to providers concerning certification requirements, preparation for, and/or participation in, any enforcement proceeding or hearings concerning the certification of a provider, and attending training, or conducting training, on state and/or local provider certification requirements.
- 503 Child Care Administration **Child care administration; Child Care and Development Fund (CCDF) Plan; Admin TANF: Admin.** Maintenance and operation of the subsidized child care program. Activities include: authorization of child care voucher, authorization of payment of the child care benefit, maintenance of applicant/recipient case records and/or provider files, determination of any benefit overpayment or fraud, preparation of any management report, and attending non-child care related training, or conducting non-child care related training, on the general operation of the subsidized child care program.
- 504 Child Care Information **Child care information; Child Care and Development Fund (CCDF) Plan; non-direct services or systems; TANF: regular.** Activities include design and/or maintenance of a county child care web site, design and/or maintenance of county brochures concerning the subsidized child care program responding to third-party inquiries concerning the subsidized child care program, and conducting informational presentations on the nature and operation of the subsidized child care program.

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| 505 | Title XX Child Care | Child care activities provided to Title XX recipients. |
| 506 | Protective Child Care | Provide child care for a caretaker for whom a protective case plan is prepared and maintained for the caretaker and children under 13 years old. |
| 507 | Special Needs Child Care | Provide child care for a caretaker who is employed or in school/training and has a child up to 18 years of age who meets the definition of special needs. |
| 508 | Homeless Child Care | Provide child care for a caretaker and children under 13 years old who either temporarily reside in a facility providing emergency shelter for homeless families, or are determined by the CDJFS to be homeless. |
| 600 | Refugee Cash and Medical Assistance | This activity would fall under the Cash and Medical Assistance Grant, including activities related to the general administration, eligibility related activities and coordination of the federally funded Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) Programs. These cases are identified in CRIS-E as ADC-Q and MA-Q; also includes activities related to arranging for non-emergency medical transportation for a person receiving Refugee Medical Assistance. |
| 601 | Refugee Social Services | Employment services including eligibility determination and case management and employment support services including English language training, child care and transportation for refugees in the Refugee Resettlement Program. |
| 602 | Refugee Targeted Assistance | Employment and employability-related services similar to the Refugee Social Services Program but paid for with Targeted Assistance Program (TAP)/Targeted Assistance Grant (TAG) funding. Does not include health services; child care and transportation services not related to employment; interpreter and translation services not related to employment or employability-related services; refugee social services employment and employability-related services that paid for with RSSP funding. |
| 700 | Non-Title XX Adult Protective Services (APS) | Services or activities designed to prevent or remedy abuse, neglect, and exploitation of adults age sixty or over who are unable to protect their own interests. Includes situations that may require protective services that are not included in the county or State SS plan or otherwise not Title XX eligible. |
| 701 | Title XX Information and Referral | Services or activities designed to provide information about services provided by public and private service providers and brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to community resources |

Title XX
Day Treatment
For Children

This service is designed for providing treatment for a portion of the day for children who manifest primarily emotional, psychological, behavioral, or social problems which cannot be resolved in a non-specialized educational or developmental setting, or in specialized settings such as learning or behavioral disabilities classes. While these children may be able to live at home or in substitute care, their needs are such that their daily activities must be a part of a treatment environment.

The treatment of children involves specialized clinical services required for diagnosis, treatment, and consultation in providing help for pathological conditions, personality services, as distinguished from other parts of the programs, are provided by staff with professional or technical training for helping the child and parents (or caretakers with whom the child is living) directly through such activities as individual and family prescription drugs, and art and music therapy.

Service components include training activities, special educational activities, social and recreational activities, health services, personal and social interaction skill development, activity therapies, community participation activities, and transportation. These services are integral but subordinate to treatment, which is the purpose of the child's receiving the services. These services are to be offered as an integral program; however, the various components may be delivered through different sources.

The daily activities, including individual and group program components and treatment services prescribed for the individual child, must be coordinated and integrated into an individual goal-directed treatment plan for the child. The plan must delineate a predictable measurable impact on the child's problem assessment of the progress of the plan (i.e., a formal staffing including all necessary parties to review goal attainment and to arrive at a decision of: (i) continuing the plan; (ii) revising the plan; or (iii) terminating the placement) which must be completed every six months for the total period of treatment.

Federal financial participation is not available for:

- a) Educational services which residents of Ohio usually receive free from a public agency. If provided, services must be integrated, but subordinate to, the provision of this section.
- b) Any activities related to the provision of Ohio Works First (OWF).

Title XX
Counseling Services

Services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances.

- 719 Title XX Foster Care Services For Adults Services or activities that assess the need and arrange for the substitute care and alternate living situation of adults in a setting suitable to the individual's needs. Individuals may need such services because of social, physical or mental disabilities, or as a consequence of abuse or neglect. Care that may be provided in a community-based setting or such services may arrange for institutionalization when necessary. Component services or activities that include assessment of the individual's needs; case planning and case management to assure that the individual receives proper care in the placement; counseling to help with personal problems and adjusting to new situations; assistance in obtaining other necessary supportive services; determining, through periodic reviews, the continued appropriateness of and need for placement; and recruitment and licensing of foster care homes and facilities.
- 720 Title XX Home Delivered Meals Services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and feeling of isolation. Component services or activities that may include the cost of personnel, equipment, and food; assessment of nutritional dietary needs; nutritional education and counseling; socialization services; and information and referral.
- 721 Title XX Home Based Services In-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family wellbeing. Services that may be provided for reason of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult. Major service components that include homemaker service, chore service, home maintenance services, and household management services. Component services or activities that may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.
- 722 Title XX Services For Communicatively Impaired Services or activities to maximize the potential of persons with disabilities help alleviate the effects of physical, mental or emotional disabilities, and to enable those persons to live in the least restrictive environment possible.
- 723 Title XX Protective Services For Adults Services or activities designed to prevent or remedy abuse, neglect, or exploitation of adults who are unable to protect their own interests. Situations that may require protective services including injury due to maltreatment or family violence; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resource. Component services or activities that may include investigation; immediate intervention; emergency medical service; emergency shelter; developing case plans;

initiation of legal action (if needed); counseling for the individual and family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.

- 724 Adult Protective Services (APS) Capacity Building Grant Activities related to the APS Capacity Building Grant as approved by the Office for Children and Families.
- 725 Adult Protective Services (APS) Innovation Fund Grant Activities related to the APS Innovation Fund Grant as approved by the Office for Children and Families.
- 726 Title XX Employment Services Services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities.
- 728 Title XX Congregate Meals Services or activities that prepare and serve one or more meals to individuals in central dining areas in order to prevent institutionalization, malnutrition, and isolation. Component services or activities which may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.
- 729 Title XX Health Related Services In or out of home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health. Component services and activities which may include providing an analysis or assessment of an individual's health problems and the development of a treatment plan; assisting individuals to identify and understand their health needs; assisting individuals to locate, provide, or secure, and utilize appropriate medical treatment, preventative medical care and health maintenance services, including in-home health services and emergency medical services and providing follow-up services as needed.
- 730 Title XX Family Planning Educations, comprehensive, medical, or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. Services and activities which include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption). Specific component services and activities which may include pre-conceptual counseling, education, and general reproductive health care, including diagnosis and treatment of infections which threaten reproductive capability. Family planning service does not include pregnancy care (including obstetric or prenatal care).

These definitions contain medical components which are allowable under Title XX only when they are not available to the individual under Title XVIII, Title XIX and individual or group health insurance plan, or an individual or group health care maintenance program.

- 733 Title XX Case Management Services or activities for the arrangement, coordination and monitoring of services to meet the needs of individuals and families. Component services and activities which may include individual service plan development, counseling, monitoring, developing, procuring, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.
- 734 Title XX Legal Services Services or activities provided by a lawyer or person(s) under a lawyer's supervision to assist individuals in obtaining legal help in civil matters e.g. housing, divorce, child support, paternity, guardianship, and legal separation.
- 735 Title XX Transportation Services or activities that provide or arrange for travel including travel costs of individuals in order to access services or obtain medical care or employment.
- 736 Title XX Special Services for Alcohol and Drug Abuse Services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependency. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service. Component substance abuse services or activities that may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services that may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.
- 754 Title XX Education and Training Services Services provided to improve knowledge of daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language and General Educational Development (GED). Component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book, supplies and instructional materials; counseling, transportation, and referral to community resources.
- 755 Title XX Housing Services Services or activities that assist individuals or families in locating, obtaining, or retaining suitable housing. Component services or activities that may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interest; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and renovations.

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| 756 | Title XX Independent and Transitional Living Services | Services or activities designed to help older youth in foster care or homeless youth transition to independent living, or to help adults transition from institution or homelessness to independent living. |
| 757 | Title XX Pregnancy and Parenting Services | Services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future. Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills. |
| 758 | Title XX Prevention and Intervention Services | Services or activities that provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or family violence, or to assist in making arrangements for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management and transportation. |
| 759 | Title XX Special Services for Youth Criminals | Services or activities for youth who are, or who may become, involved with the juvenile justice system and their families. Component services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goals of developing socially appropriate behavior and may include counseling, intervention therapy and residential and medical services if included as integral but subordinate part of the service. |
| 760 | PRC Child Welfare Eligibility | Activities related to the determination of the eligibility of the child or the child's caretakers for Prevention, Retention, and Contingency (PRC) services; includes case file review, verification of documentation, approval or denial of application and preparation of notice of decision in the office; field, by mail or telephone. |
| 761 | Child Welfare Intake and Investigation | Activities related to the receipt and investigation of complaints alleging the neglect or maltreatment of a child: receipt of the complaint; activities directly related to reaching an agency disposition of the complaint such as scheduling and conducting investigatory interviews, preparing investigatory reports, participation in internal meetings; and general maintenance of the investigatory record. |
| 762 | PRC Child Welfare Family Preservation Activities | Includes activities performed on behalf of a child and their family if all of the following apply: there is not an in-home case or a custody case established, the child and family's income |

meets the income eligibility criteria for the county's PRC plan, and the county has included these services in its PRC plan. Activities include: screening and assessment of needed services, providing program information and referral and linking to services such as family preservation services, domestic violence services, parenting training, substance abuse treatment, and counseling.

If these activities are not part of the county PRC plan, are not TANF-allowable activities, or the child and family's income exceeds the income eligibility limit in the county's PRC plan, use any other appropriate code.

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| 764 | Title IV-E Child Welfare Eligibility Determination | Activities related to determining the eligibility for Title IV-E Foster Care or Adoption Assistance including the completing and verification of appropriate eligibility forms, required documentation, and OWF status; case review and redetermination; and preparation and participation in all fair hearings and appeals resulting from eligibility determination. |
| 765 | Child Welfare Medicaid Eligibility and Referral | Activities related to determining and verifying an individual's Medicaid eligibility, or referring a person to the local county department of job and family services to seek a Medicaid eligibility determination; includes interviews of individuals, contact and verification of Medicaid eligibility through the local county department of job and family services or CRIS-E system, and the completion and dispatch of the "Referral of Medicaid Continuing Eligibility Review" form prior to terminating a child's Title IV-E foster care maintenance or adoption assistance. |
| 766 | Child Welfare Medicaid Case Management | Case-specific activities directly related to the monitoring and authorization of Medicaid covered services; the development of a segment of an individualized service plan that directly relates to the need for Medicaid covered services; referral of a Medicaid eligible person to a Medicaid provider to receive Medicaid covered services; reviewing the appropriateness and effectiveness of delivered Medicaid covered services. <i>The preceding activities must be on behalf of a Medicaid eligible person and must directly relate to services in the Medicaid State Plan. (IN COMBINED JOB AND FAMILY SERVICE AGENCIES, THIS CODE IS USED BY CHILD WELFARE WORKERS ONLY.)</i> |
| 767 | Child Welfare Medicaid Management | Activities related to the recruitment, certification, and monitoring of providers to deliver Medicaid covered services; development and implementation of referral and service protocols with Medicaid providers; development of community plan segments that directly relate to the delivery of Medicaid covered services; and participation in meeting on Medicaid issues with Medicaid providers and governmental agencies responsible for the delivery of Medicaid covered services. |

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| 768 | Child Welfare Medicaid Transportation | Activities related to arranging or providing transportation to a Medicaid eligible individual to a Medicaid provider to receive Medicaid covered services. |
| 769 | Child Welfare Custody Case Management | Activities related to a child's placement and/or child's family, supporting the management of care or service referral to, or arranging for, care or services; planning or supervising care or services; supporting access to care or services; preparing for return of the child to the family or permanent placement of the child, activities related to the recruitment of family foster homes and performing a case assessment and pre-adoptive activities relating to home studies; fair hearing and appeals; rate setting; grievance procedures; negotiation and review of adoption agreements; recruitment of adoptive homes; placement of the child in the adoptive home; case reviews conducted during a specific pre-adoptive placement for children who are legally free for adoption; case management and supervision prior to a final decree of adoption; referral to services; and development of the case plan. |
| 770 | Child Welfare Non-Custody Case Management | This code is to be used when completing activities for a child not in custody or care and control but who has been determined or re-determined to be a candidate for foster care. <i>The candidate for foster (child) care must be completed in the Statewide Automated Child Welfare Information System (SACWIS) case plan.</i> Such activities include but are not limited to development and implementation of a regimen of reasonable efforts which are undertaken to prevent the removal of the child into placement, and/or activities related to the development and implementation of a regimen of services for an adopted child and/or the child's family which are undertaken to support the maintenance of the adoption and/or prevent the disruption of the adoption. Such activities include supporting the management of care or services referral to, or arranging for, care of services; planning or supervising care or services; supporting access to care or services; assessing results of care or services; and performing a case assessment. If the child has not been determined or re-determined to be a candidate for foster care, then use another appropriate code. |
| 771 | Child Welfare Placement and Judicial | Activities related to the placement of a child; preparation for and participation in judicial determinations; preparing custody petitions; and assisting with voluntary placement agreements. |
| 772 | Child Welfare Treatment and Counseling | Activities and services related to a child, performed by agency staff related to the treatment and counseling of applicants. This may include counseling, resources and referral, therapy, behavior and review of home conditions. |
| 773 | Child Welfare Fee-for-Service (Children Services) | Activities related to PCSA Title XX contracts with the CDJFS, special children services grants, PCSAs as Medicaid providers, and PCSAs as Children Services Regional Training Centers. |
| 774 | Chafee | Activities related to preparing a child for living on their own. |

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| 775 | Efficiency and Innovation Fund | Non-Title IV-E eligible activities related to Efficiency and Innovation Fund Plans as approved by ODJFS. For all IV-E eligible activities, counties should use the appropriate IV-E RMS code. |
| 776 | Kinship Navigator Outreach | General information and referral; websites, public service announcements, brochures, billboards, phone banks, and other services. |
| 777 | KPIP- Administration | The Kinship Permanency Incentive Program (KPIP) is a program to promote permanency to a minor child in the legal and physical custody of a kinship caregiver(s). |
| 779 | Child Welfare Family First Activities | Administrative activities related to the operation of the Family First Program. |
| 781 | Child Welfare Training – 50% | For the proper and efficient administration of the IV-E plan at 50% FFP for the training of staff on any topic that addresses general skills or knowledge required for overall job performance that is necessary for the proper and efficient Title IV-E program administration. Does not include training on conducting child abuse and neglect investigations or any other topic that does not address a general administrative need that is determined necessary for the proper and efficient administration of the Title IV-E program. |
| 782 | Child Welfare Human Services Levy Children (NRB) | Levy supported services for children. |
| 783 | Child Welfare Human Services Levy Adult (NRB) | Levy supported services for adults. |
| 784 | Child Welfare Training – 75% | For the proper and efficient administration of the IV-E plan at 75% FFP for the training of: personnel employed or preparing for employment by the title IV-E agency or by the local agency administering the title IV-E plan; the short-term training of current or prospective foster or adoptive parents or relative guardians; state licensed or approved child care institutions providing care to foster and adopted children receiving IV-E assistance; members of the staff of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts, in ways that increase the ability of such current or prospective parents, guardians, staff members, institutions, attorneys and advocates to provide support and assistance to foster and adopted children, and children living with relative guardians (Sections 474 (a)(3)(A) and (B) of the Social Security Act) The training topics must be closely related to examples cited in 45 CFR 1356.60(c)(1) and (2). Also, see section 8.1H Title IV-E, |

Administrative Function/Costs, Training in the Federal Child Welfare Policy Manual. Does not include training on conducting child abuse and neglect investigations or any other topic that does not address a general administrative need that is determined necessary for the proper and efficient Title IV-E program administration.

- 784 Child Welfare Training – 75% For the proper and efficient administration of the IV-E plan at 75% FFP for the training of: personnel employed or preparing for employment by the title IV-E agency or by the local agency administering the title IV-E plan; the short-term training of current or prospective foster or adoptive parents or relative guardians; state licensed or approved child care institutions providing care to foster and adopted children receiving IV-E assistance; members of the staff of abuse and neglect courts, agency attorneys, attorneys representing children or parents, guardians ad litem, or other court-appointed special advocates representing children in proceedings of such courts, in ways that increase the ability of such current or prospective parents, guardians, staff members, institutions, attorneys and advocates to provide support and assistance to foster and adopted children, and children living with relative guardians (Sections 474 (a)(3)(A) and (B) of the Social Security Act) The training topics must be closely related to examples cited in 45 CFR 1356.60(c)(1) and (2). Also, see section 8.1H Title IV-E, Administrative Function/Costs, Training in the Federal Child Welfare Policy Manual. Does not include training on conducting child abuse and neglect investigations or any other topic that does not address a general administrative need that is determined necessary for the proper and efficient Title IV-E program administration.
- 785 Child Welfare PRC Custody Case Management Only use this code if all the following apply: a custody case has been established, a reunification plan is in place and the child is expected to be reunified with the family within six months of placement; the child and family's income meets the income eligibility criteria for the county's PRC plan; and the county has included these child protective services in their PRC plan. Activities include: those related to family preservation to reunite a child with the child's family. If there is a custody case, but any one of the following applies: no reunification plan, placement exceeds six months, if the family's income exceeds the PRC income eligibility limit, or the county agency has not included these services its PRC plan; then use code 769.
- 786 PRC Child Welfare Non-Custody Case Management Only use this code if all the following apply: an in home case is established, the child and family's income meets the income eligibility criteria for the county's PRC plan and the county has included these services in its PRC plan. Activities include: development and implementation of a regimen of reasonable efforts which are undertaken to prevent the removal of the child into placement, and/or activities related to the development and implementation of a regimen of services for an adopted child and/or the child's family which are undertaken to support the

maintenance of the adoption and/or prevent the disruption of the adoption. Such activities include supporting the management of care or services referral to, or arranging for, care of services; planning or supervising care or services; supporting access to care or services; assessing results of care or services; and performing a case assessment. If an in home case is established, but the family's income exceeds the PRC income eligibility limit, or the county agency has not included these services in its PRC plan, then use code 770.

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| 787 | Post Finalization Adoption Activities | Activities that occur for post-finalization of an adoption, such as fair hearing and appeals, management of the adoption subsidy, review and renegotiation of the adoption assistance agreement, referral to services, and case management performed to implement an adoption assistance agreement and other costs directly related only to the administration of the adoption assistance program. |
| 788 | Sex Trafficking Administration | Developing and implementing policies and procedures to identify, document in agency records, and determine appropriate services for victims of sex trafficking including any child or youth in the custody or in-home supervision of the agency who is at-risk of becoming a sex trafficking victim or who is determined as a sex trafficking victim. This includes those individuals not removed from home; those who have run away from foster care and are under age 18 and youth not in foster care who are older than 18 but not older than 21 who are receiving services under the Chafee Foster Care Independence Program (CFCIP). |
| 860 | Title XX TANF Information and Referral Services | Services or activities designed to provide information about services provided by public and private service providers and brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to community resources. |
| 861 | Title XX TANF Recreation Services | Services or activities designed to provide or assist individuals to take advantage of individual or group activities directed towards promoting physical, cultural, and/or social development. |
| 862 | Title XX TANF Adoption | Services or activities provided to assist in bringing about the adoption of a child. Component services and activities which may include but are not limited to counseling the biological parent(s), recruitment of adoptive homes, and pre and post placement training and/or counseling. |
| 863 | Title XX TANF Protective Services For Children | Services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate foods, clothing, shelter, or medical care. Component services or activities that may include investigation; immediate intervention; emergency medical service; emergency shelter; developing case plans; initiation of legal action (if |

needed); counseling for the individual and family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.

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Title XX TANF
Day Treatment
For Children

This service is designed for the basic purpose of providing treatment for a portion of the day for children who manifest primarily emotional, psychological, behavioral, or social problems which cannot be resolved in a non-specialized educational or developmental setting, or in specialized settings such as learning or behavioral disabilities classes. While these children may be able to live at home or in substitute care, their needs are such that their daily activities must be a part of a treatment environment.

The treatment of children involves specialized clinical services required for diagnosis, treatment, and consultation in providing help for pathological conditions, personality services, as distinguished from other parts of the programs, are provided by staff with professional or technical training for helping the child and parents (or caretakers with whom the child is living) directly through such activities as individual and family prescription drugs, and art and music therapy.

Service components include training activities, special educational activities, social and recreational activities, health services, personal and social interaction skill development, activity therapies, community participation activities, and transportation. These services are integral but subordinate to treatment, which is the purpose of the child's receiving the services. These services are to be offered as an integral program; however, the various components may be delivered through different sources.

The daily activities, including individual and group program components and treatment services prescribed for the individual child, must be coordinated and integrated into an individual goal directed treatment plan for the child. The plan must delineate a predictable measurable impact on the child's problem assessment of the progress of the plan (i.e., a formal staffing including all necessary parties to review goal attainment and to arrive at a decision of: (i) continuing the plan; (ii) revising the plan; or (iii) terminating the placement) which must be completed every six months for the total period of treatment.

Federal financial participation (FFP) is not available for:

- Educational services which residents of Ohio usually receive free from a public agency. If provided, services must be integral but subordinate to the provision of this section.
- Any activities related to the provision of OWF.

- 866 Title XX TANF Counseling Services Services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances.
- 867 Title XX TANF Case Management Services or activities for the arrangement, coordination and monitoring of services to meet the needs of individuals and families. Component services and activities which may include individual service plan development, counseling, monitoring, developing, procuring, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.
- 868 Title XX TANF Transportation Services or activities that provide or arrange for travel including travel costs of individuals in order to access services or obtain medical care or employment.
- 869 Title XX TANF Special Services for Drug and Alcohol Abuse Services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependency. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service. Component substance abuse services or activities that may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services that may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.
- 870 Title XX TANF Education and Training Services Services provided to improve knowledge of daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language and General Educational Development (GED). Component services or activities may include screening; assessment and testing; individual or group instruction; tutoring; provision of book, supplies and instructional materials; counseling, transportation; and referral to community resources.
- 871 Title XX TANF Pregnancy and Parenting Services Services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future. Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.
- 872 Title XX TANF Prevention and Intervention Services Services or activities that provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or family violence, or to assist in making arrangements for alternate placements or living arrangements where necessary. Such

services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management and transportation.

- 873 Title XX TANF Special Services For Youth Criminals Services or activities for youth who are, or who may become involved with the juvenile justice system and their families. Component services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goals of developing socially appropriate behavior and may include counseling, intervention therapy and residential and medical services if included as integral but subordinate part of the service.
- 874 Title XX TANF Family Planning Educations, comprehensive, medical, or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. Services and activities which include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption).
- 875 Title XX TANF Adult Protective Services Services or activities designed to prevent or remedy abuse, neglect, or exploitation of adults who are unable to protect their own interests. Situations that may require protective services including injury due to maltreatment or family violence; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resource. Component services or activities that may include investigation; immediate intervention; emergency medical service; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.
- 900 Disability Financial Assistance (DFA) Eligibility Activities Activities related to general administration and coordination of the state funded disability program, including eligibility determinations; screening interviews; intake; review of household reports; eligibility review; benefit changes; appeal hearings; recordkeeping changes to file; overpayment preparation; IEVS activity; contract creation and administration; preparation of program plans, budgets and schedules; procurement activities; public relations; services related to accounting, litigation, audits, management of property, payroll and personnel; management information systems not related to the tracking and monitoring of disability medical assistance (DMA) requirements; preparing reports and

other documents; Quality Control; Quality Assurance; Peer Reviews; and Supervisory Reviews.

- 997 Common to Several Activity associated with more than one program, including activities that benefit multiple programs and general administrative activities that cannot be associated with a single program represented on this time study.
- 998 Non-reimbursable Activities that are not being reimbursed or are being reimbursed through a mechanism other than a specific program allocation, such as a special project allocation, contract, or memorandum of understanding with another family services agency or workforce development agency.
- 999 Position Idle Employee was on break, at lunch, on leave or on personal business. Also, a position currently in the time study is idle when it is due to a short-term absence when the observation moment occurs and the position is not reassigned to an employee who is not currently in the time study.