CRIS-E changes required by the Deficit Reduction Act (DRA) OF 2005
Effective Date: October 1, 2006

SUMMARY
The Deficit Reduction Act of 2005 included statutory changes in the reauthorization of the Temporary Assistance for Needy Families (TANF) program. The program changes for TANF Reauthorization were released in Part IV of the Federal Register on June 29, 2006. The Office of Family Stability (OFAM) issued Office of Family Stability Letters #49 and #49-A announcing the changes as they became known to the Ohio Department of Job and Family Services (ODJFS). This document contains instructions regarding the CRIS-E support that has been designed to facilitate compliance with the federal requirements, most especially with the tracking and verification of actual hours of participation in a work activity.

PURPOSE
This document contains descriptions of the modifications to CRIS-E that support the policy changes necessitated by DRA. In order to meet the federally required work participation tracking/verification requirements, two new screens have been added to CRIS-E. They are:
➢   Work Participation Summary (WPRS)
➢   Work Participation Detail (WPRT)
These screens will be available on 09/30/2006. Workers will not be able to enter or review data on these screens prior to 10/01/2006.

The entry of accurate and timely data within CRIS-E is critical for compliance with federal regulations and reporting. In order to receive work participation credit the required data on the **Work Participation Detail (WPRT) screen must be completed**. Failure to complete these data fields will result in a lack of work participation for both the client and the county/state rate. While credit for participation will not be applied if WPRT is not completed, **WPAS must still be completed to indicate failed hours**. WPAS is the only screen to document failed dates and good cause verification.

For verification of work participation hours purposes, a week is defined as Sunday through Saturday (to coincide with employer payment schedules). Therefore, the first week of a given month begins on the 1st calendar day of the month and ends on the 1st Saturday of the month. Likewise, the last week of the month begins on the last Sunday of the month and ends on the last day of the month.   This will result in some months having up to 6 different weeks. The following example illustrates how weeks are determined:

S	M	T	W	R	F	S	
December 2007						1	Week 1
2	3	4	5	6	7	8	Week 2
9	10	11	12	13	14	15	Week 3
16	17	18	19	20	21	22	Week 4
23	24	25	26	27	28	29	Week 5
30	31						Week 6

<u>WPRS: Work Participation Summary Screen</u>
The Work Participation Summary screen (WPRS) displays the following monthly work participation information:
- (1) Total projected hours of employment for the month (from AEIEI and AEISE);
- (2) Total number of hours assigned for the month (from WPAS);
- (3) Total number of verified weekly hours of participation (from WPRT);
- (4) Total number of verified monthly hours of participation

The WPRS screen can be accessed in one of 3 ways:
- from the MNWM (Workload/Participation Management Menu) screen, with the individual's SSN or Recipient ID as parameters;
- from any screen by typing "WPRS" in the NEXT TRAN field with the individual's SSN or Recipient ID; or
- by selecting an individual on the WPIL screen and pressing the PF5 key.

From WPRS, workers will be able to navigate to the Work Participation Detail screen (WPRT), through selection of a particular week. With the exception of the "S" (Select) field, the entire screen on WPRS is read-only.

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WPRS                      WORK PARTICIPATION SUMMARY            07/20/2007
                                                          WSXC S CASEWORKER
NAME: _____  CASE: _____  CAT: _____SEQ:___
RECIPIENT ID: _____SSN: _____  WORKER: _____  WP WORKER: _____

           MONTHLY HOURS      WP WEEKLY PARTICIPATION RATE HOURS
                                                                    TOTAL
S MONTH    WPAS ASGN EMPLOY  WEEK1   WEEK2   WEEK3   WEEK4   WEEK5   WEEK6  HOURS

_ 07/2007  126    40.00   00.00   30.00   30.00   28.25   00.00          128.25
_ 06/2007  126    40.00   00.00   30.00   30.00   24.00   30.00          154.00
_ 05/2007  126     0.00   18.00   30.00   30.00   30.00   12.00          120.00
_ 04/2007  126     0.00   18.00   30.00   30.00   30.00   30.00          138.00
_ 03/2007  126     0.00   00.00   30.00   30.00   30.00   24.00          114.00
_ 02/2007  126     0.00   30.00   30.00   30.00   24.00   18.00          132.00
_ 01/2007  126     0.00   12.00   30.00   30.00   24.00   30.00          126.00
_ 12/2006  126     0.00   00.00   30.00   30.00   24.00   30.00  12.00   126.00
_ 11/2006  126     0.00   00.00   30.00   30.00   24.00   30.00          114.00
_ 10/2006  126     0.00   00.00   30.00   30.00   24.00   30.00          114.00


PF7: PAGE BACK  PF8: PAGE FORWARD  PF19: WPAS  PF22: AEIEI  PF24: AEISE
NEXT TRAN: _____  PARMS: _____
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WPRS FIELD DEFINITIONS (See help screen for all field definitions)	
WP WEEKLY PARTICIPATION RATE HOURS	Displays the total number of hours verified per week (TIME PERIOD TOTAL HOURS" field on WPRT)
MONTHLY HOURS:	EMPLOY: Displays the total number of employment hours for the individual (this is the sum of employment hours on AEIEI and AEISE). If no employment information exists for the time period, this field will be 0.00. AEIEI hours are defined as: Sum of the MTHLY HRS field on AEIEI for all employment records which were active during any part of the given month (given month must be greater than or equal to month of BEGIN DATE and less than or equal to month of END DATE fields) AEISE hours are defined as: Sum of the GROSS EARNINGS (ADC) field for all self-employment records which were active during any part of the given month (given month must be greater than or equal to month of BEGIN and less than or equal to month of END fields), divided by Federal Minimum Wage (found on the TWAG table, key = "MINWAG") At this time, WPRS will be the only screen that displays the CRIS-E calculated hours of participation for the work activity of self-employment.
TOTAL HOURS	Displays the total number of weekly hours entered on WPRT in the "WP WEEKLY PARTICIPATION RATE HOURS" fields, plus the MONTHLY HOURS: EMPLOY field.

- The WPRS screen will only be accessible for participants who have ever received OWF benefits and have ever had a Work Assignment (WPAS) on or after 10/01/2006.

- When workers access the WPRS screen, the default view will be of the participant's current OWF AG work participation with the current month listed at the top of the screen.

- When a worker enters an "S", "1", "2", "3", "4", "5", or "6" in the "S"elect field and presses <Enter>, they will be transferred to the appropriate WPRT screen. Typing a number (1-6) will take users to the specified week number.

- The <PF19> key will transfer the worker to the most current WPAS screen for the individual.

- The <PF22> key will transfer the worker to the most current AEIEI screen for the individual. This option only displays if employment information exists.

- The <PF24> key will transfer the worker to the most current AEISE screen for the individual. This option only displays if self-employment information exists.

<u>WPRT: Work Participation Detail screen</u>
The Work Participation Detail screen (WPRT) was developed to capture verified work participation hours. This screen displays hours assigned to the individual on WPAS for a specified time period and allows workers to enter verified hours of participation. In order for the individual's work participation to be counted in the federal work participation rates, workers **must** enter the number of hours actually participated, the appropriate verification code(s) and any holiday hours. Information entered on the WPRT screen will be used for federal reporting and the calculation of federal work participation rates.

The WPRT screen can be accessed in one of 3 ways:
- from the MNWM screen, with the individual's SSN or Recipient ID and a date as parameters; or
- by typing "WPRT" in the NEXT TRAN field, with the individual's SSN or Recipient ID and a date as parameters (if you do not enter a date, the screen will go to the current time period); or
- from the WPRS screen by selecting a week on the WPRS screen (by typing "S" or a number from 1 to 6 in the "S" field) and pressing <Enter>. If the worker enters an "S" they will be driven to the first week of the selected month; likewise, if the worker enters a number, they will be driven to the corresponding week of the selected month.

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WPRT                     WORK PARTICIPATION DETAIL              07/30/2007
                                                           WSXC S CASEWORKER
TIME PERIOD: 7/22/2007-7/28/2007 (WEEK 4)
LAST UPDATED ON: _____  BY: _____   TOTAL MONTHLY WP HRS ASSIGNED:126.00

NAME: _____  CASE: _____  CAT: ___  SEQ: __
RECIPIENT ID: _____  SSN: _____  WORKER: _____  WP WORKER: _____

ACTIVITY SUB EMPL /     SITE MONTHLY HRS HOURS    VR  HOLIDAY             TOTAL
CODE         PROV ID         ASSIGNED   WORKED        HOURS              HOURS

JOBRDY  150 JC-0500    0027  104.00     20.00    ES  _____              20.00
WEP     215 31-640067  2601   22.00     08.25    ES  _____               8.25




                                        TIME PERIOD TOTAL HOURS:  28.25
PF7:PREVIOUS  PF8:NEXT  PF5:WPRS  PF19:WPAS  PF22:AEIEI  PF24:AEISE  PF3:CLRC
NEXT TRAN: _____  PARMS: _____
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- The only enterable fields on WPRT are:
  - ✓ HOURS WORKED
  - ✓ VR (verification reason)
  - ✓ HOLIDAY HOURS
  Please see help screen for complete field definitions.

- The TOTAL HOURS field is calculated and displayed after a worker enters information in the HOURS fields and presses <ENTER>. The field is calculated as follows: TOTAL HOURS = HOURS WORKED + HOLIDAY HOURS.
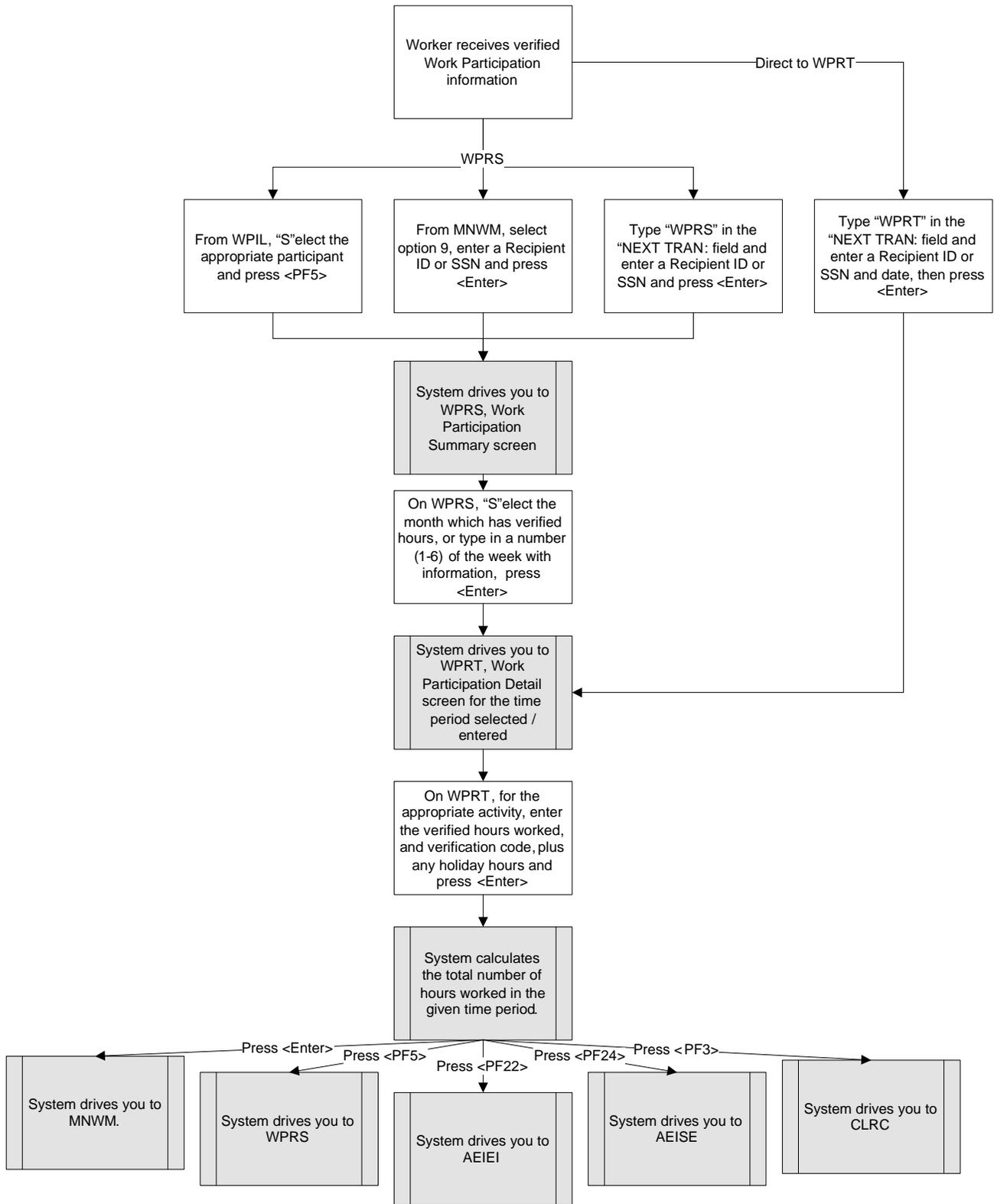
- The WPRT screen will only be accessible for participants who have ever received OWF benefits and who have ever had a Work Assignment (on WPAS) on or after 10/01/2006.

- The <PF5> key will process any changes made to the screen when all appropriate fields are complete and the worker will be transferred to the WPRS screen for the individual.

- The <PF19> key will process any changes made to the screen when all appropriate fields are complete and the worker will be transferred to the WPAS screen for the individual.

- The <PF22> key will process any changes made to the screen when all appropriate fields are complete and the worker will be transferred to the AEIEI screen for the individual. This key will only display if employment data exists for this individual for the time period specified in the "TIME PERIOD" field.

- The <PF24> key will process any changes made to the screen when all appropriate fields are complete and the worker will be transferred to the AEISE screen for the individual. This key will only display if self-employment data exists for this individual for the time period specified in the "TIME PERIOD" field.

- The <PF3> key will process any changes made to the screen when all appropriate fields are complete and the worker will be transferred to the CLRC screen for the individual.

If a worker deletes an assignment on WPAS for which verified hours have already been entered on WPRT, the hours information on WPRT will not be deleted.

If a worker enters information in the "HOURS WORKED" field, the adjacent "VR" field will be required. TVRF has been updated to include the following list of acceptable values in the "VR" field. These codes can be recognized on TVRF with a TYPE of "W".

Code	Description
CG	CRIS-E generated schedule
DX	Data Exchange Report
JA	JFS 06910 - Record of
JS	JFS 06909 - Record of
OT	Other documentation
PW	Work site phone contact
DM	FLSA Deemed Hours

How do I enter verified Work Participation hours?

Worker receives verified Work Participation information

— Direct to WPRT —

WPRS

From WPIL, "S"elect the appropriate participant and press <PF5>

From MNWM, select option 9, enter a Recipient ID or SSN and press <Enter>

Type "WPRS" in the "NEXT TRAN: field and enter a Recipient ID or SSN and press <Enter>

Type "WPRT" in the "NEXT TRAN: field and enter a Recipient ID or SSN and date, then press <Enter>

System drives you to WPRS, Work Participation Summary screen

On WPRS, "S"elect the month which has verified hours, or type in a number (1-6) of the week with information, press <Enter>

System drives you to WPRT, Work Participation Detail screen for the time period selected / entered

On WPRT, for the appropriate activity, enter the verified hours worked, and verification code, plus any holiday hours and press <Enter>

System calculates the total number of hours worked in the given time period.

Press <Enter>

Press <PF5>

Press <PF22>

Press <PF24>

Press <PF3>

System drives you to MNWM.

System drives you to WPRS

System drives you to AEIEI

System drives you to AEISE

System drives you to CLRC

Changes/Fixes to other CRIS-E Work Activity Screens:

WPLS
- When "GRADUATION BONUS" field on WPLS is changed to a "Y" and AEIIM has not been updated, the following alert will be sent to the IM worker for the case: "230 - UPDATE GRADUATION INFO - AEIIM". (If the field was previously set to "Y" and the worker simply reentered a "Y", the alert will NOT be sent) This alert will be sent in all counties.

AEIWP
- The "D1" and "D2" PSC codes for ADC-U AG's can be overridden with a "D7" code.

- The "D5" PSC code for one parent can be overridden with a "D7" code ONLY in 2-parent AGs where both parents are coded "D5".

- The "D3" or "D6" codes will generate an error message D98 if attempted as an override code for any AGs other than ADC-R or one parent ADC-I. If the AG is an ADC-R or a one parent ADC-I and a child is under age 1, the user will receive a message to go to AEIHH and change appropriate fields for the system to generate the D3 code.

- Individuals with previous OWF eligibility who are now "NA" on AEIAG due to the receipt of SSI will be deregistered immediately.

- Minor parents not identified as a minor head of household and who have not graduated or received their GED will be coded as "B4".

- Minor parents not identified as a minor head of household and who have graduated or received their GED will be coded as "A2".

- PSC codes that have been overridden will revert to system determined codes when a closed AG is being explored for eligibility.

- A new PSC code will be forthcoming in October to exempt a parent who is providing care for a disabled family member living in the home. Watch for a CLVB.

WPAS
Due to changes in reporting requirements for hours of participation, as a result of the Deficit Reduction Act of 2005, numerous changes have been made to the Work Activity Assignment Screen (WPAS). The screen has been redesigned to capture information to more accurately reflect actual hours of participation by each individual, as well as fail dates and good cause verification.

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WPAS                    WORK ACTIVITY ASSIGNMENT              07/20/2007 12:48
                                                             WSXC S CASEWORKER

CASE:          1000268290                     EFFECTIVE DATE: 04/28/06
PARTICIPANT:   TINA MORRISON              SOCIAL SECURITY #: 111003336
ABAWDS STATUS: EXEMPT                                    DELETE: __
       CAT/SEQ  AG NAME       AG STATUS REQ DOLLARS OTH REQ INDV  PSC
PRIMARY  ADCR 01  A  TINA         OPEN         507.00     N         01
RELATED  FS   01  A  TINA         OPEN         465.00     N         01

ACTIVITY:        JOBRDY
BEGIN DATE:      040306    END DATE:      042606  END RSN:        B
EMPL/PROV ID #:  JC-0500____   SITE ID:    0027   DOT CODE:       JC_____
ASSIGNMENT STATUS: INACTIVE   WKLY ASG HRS:  24   REVIEW DATE:    _____
                              MONTHLY HRS:  104   TOTAL MONTHLY HRS:  126
EMPL/PROV NAME:  JRA/WEST OPP CENTER/EASTLAND
ADDRESS:         FRANKLIN COUNTY WEST CENTER
                 314 W WILSON RD              FAIL    HOURS   VR  GOOD
                 COLUMBUS          OH         DATE    FAILED      CAUSE

                                              _____  ____  __   __
                                              _____  ____  __   __
                                              _____  ____  __   __
PF16: ADD ASGM
PF17: NEXT ASGM  PF18: WPES  PF19: WPEL  PF20:ADD FAIL  PF21: CLRC  PF22:WPWA
NEXT TRAN: _____  PARMS: _____  MORE…
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The following changes have been made to WPAS:

- A worker cannot enter more than 45 hours in the "WKLY ASG HRS" field.

- When a worker enters information on WPAS, either the "END DATE" field or "REVIEW DATE" field is required.

- A worker cannot enter a date prior to the day of entry in the "REVIEW DATE" field. If information is modified on WPAS, the "REVIEW DATE" cannot be prior to the current day of entry.

- When a worker accesses WPAS for an existing assignment, the "BEGIN DATE", "WKLY ASG HRS" and "MONTHLY HRS" fields are protected.

- Workers will not be allowed to delete an assignment on WPAS with a code of "AE" if today's date is two or more months after the "BEGIN DATE".

- Workers are able to enter a work assignment on WPAS which spans multiple calendar months. The "MONTHLY HRS" field indicates the number of hours assigned to the client for each calendar month. The "TOTAL MONTHLY HOURS" field displays the total number of employment (AEIEI and AEISE) and work activity hours.

- Workers can create an assignment on WPAS up to, and including, the month in which the participant's eligibility ends. Previous to this change, workers were unable to put in new assignments for a particular month if CRIS-E recognized an individual's eligibility as ending in that month.

A new field, "VR" has been added to the WPAS screen, adjacent to the "HRS FAILED" field. Workers must enter an appropriate verification code for any indicated good cause reason. The verification codes can be found on TVRF, and are identified on that table with a TYPE of "G". The following is a list of good cause verification codes to be used in the "VR" field:

Code	Description
AT	Appointment Letter
CS	Client Statement
CX	Court Papers
DV	Documentary Evidence
EL	Letter from Employer
ME	Medical Statement
NV	Verification not required
SL	Letter from School

The available codes for Good Cause have been standardized across the state for TWGC. The following is a list of work program good cause codes:

Code	Description
21	Illness of work eligible individual or other family member
22	Previously scheduled medical, dental or vision appointment
23	Previously scheduled appointment for job interview or testing
24	Court ordered appearances
25	Appointment with social service agency
26	Death in the family
27	School work, worksite closed due to weather or emergency
28	Lack of child care
29	Failure to provide supportive services
30	Failure to provide information necessary for assignment
31	Other absences excused by CDJFS director

AEIEI
- A worker cannot enter more than 65 hours in the "WKLY HRS" field.

- PF17 has been modified to allow the capture of a change in participation hours into history. The use of PF 17 has been restricted on AEIEI for this purpose only.

Work Eligible Individuals

There has been a change in the individuals who are required to participate in work activities. These individuals are identified as "work eligible". A "work eligible" individual means an adult or minor head of household receiving OWF or a non-recipient parent living with a child who is in receipt of OWF. Exemptions to this requirement can be found in rule 5101:1-3-12.

A parent (not a specified relative, legal guardian or custodian) who is providing care for a disabled family member living in the home is excluded from work participation provided that this is verified by the CDJFS. If the CDJFS determines that this provision is met, the participant status code on AEIWP shall be changed to reflect this exemption. A new PSC code is being developed and will be available in October. This will be announced through a CLVB.

The change in the regulations will affect some non-recipient parents who are currently under a penalty. To assist the CDJFS in identifying these individuals, an ad hoc report was provided to the CDJFS on September 14, 2006. Statewide, there are 104 assistance groups under a penalty situation. The non-recipient parents under a three-tier sanction that was assessed on their OWF case prior to September 29, 2006 and who subsequently move out of that original sanctioned assistance group and into another OWF assistance are included in an ad hoc report that will be addressed later.

These non-recipient parents must complete an appraisal/assessment, sign a self-sufficiency contract and participate in work activities unless they are excluded in the definition (e.g., caring for a disabled family member, minor parent who is not a minor head of household or spouse of head of household) pursuant to rule 5101:1-3-12. If they are not excluded and fail, the following actions are applicable:

- Failure/refusal to attend an appraisal or assessment – termination with reason code 427
- Failure/refusal to sign a self-sufficiency contract – termination with reason code 823

At this time system users are responsible for determining, assessing, and assigning work eligible individuals pursuant to rule 5101:1-3-12. System changes are being developed and will be available in production in the near future.

Ineligible OWF cases

Effective September 29, 2006 a policy change was made to no longer permit OWF for children (and some parents) who enter the home after a self-sufficiency contract failure and the OWF assistance group was sanctioned. The policy change also affects 3 penalty situations where a family member entered the home after the penalty occurred: (a) OWF assistance groups who were terminated due to receipt of fraudulent assistance; (b) OWF assistance groups who were terminated due to a job quit without just cause; and (c) OWF assistance groups who were terminated due to non-cooperation with a Quality Assessment (QA) review.

On September 14, 2006 an ad hoc report was provided to the CDJFS listing the cases by county and worker. Two ad hoc notices were sent on September 27, 2006. The first ad hoc notice was sent to 421 OWF assistance groups under a sanction to notify the assistance groups that they must comply with the self-sufficiency contract failure in order to continue to receive OWF; failure to comply will result in termination of the OWF case by December 31, 2006. The second ad hoc notice was sent to 63 OWF assistance groups terminated due to receipt of fraudulent assistance to notify the assistance groups that they must repay the fraudulent assistance in full in order to continue to receive OWF; failure to repay the amount will result in termination of the OWF case by December 31, 2006. Two new reason codes have been created for the termination of these cases:

- Work eligible's failure to comply with a previous sanction – termination with reason code 847
- Work eligible's failure to repay fraudulent assistance – termination with reason code 836.

A second ad hoc report will be run in November to identify OWF cases that were not on the first ad hoc report and notices will be sent to these assistance groups. A mass change is anticipated to be run over Thanksgiving to shut down these cases. Additional information will be provided when it becomes known.

CRIS-E is being modified (release in October) to provide a warning message on AEWAA if the CDJFS attempts to open an OWF case when reason codes 455 (previous sanction still in effect), 445 (An individual has quit a job without just cause), 569 (AG ineligible due to receipt of fraudulent assistance) and 690 (OWF, refusal to cooperate with a Quality Assessment review) are pre-displayed on AEWAA. There are circumstances where it is appropriate to open a child only OWF case while under a sanction (e.g., sanctioned specified relatives where children are eligible after the minimum sanction period), but for the majority, there will be no eligibility for OWF. System changes are being pursued to prohibit the approval of OWF from occurring in these situations. Reports will be generated from MIS for counties to monitor the approval of these OWF cases until the system change is in CRIS-E.

The October 1, 2006 release is only the first step in our continued efforts to provide CRIS-E support for the DRA changes. Other necessary changes have been identified and are being developed with additional functionality being released in October. These releases will be announced in a CLVB.