

webRMS CODES FOR**CHILD SUPPORT (CS) 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.

100	Title IV-D Support Enforcement Program	Activity associated with a IV-D case that is eligible for federal financial participation (FFP).
101	Non IV-D Support Enforcement Program	Case management or enforcement activities provided to any non IV-D case. A non IV-D order is one where: <ul style="list-style-type: none"> • Services are not being provided under the State’s Title IV-A, Title IV-D, Title IV-E, or Title XIX programs. • Has not previously provided services under any of these programs. • There is no current application or applicable fee for services paid by either parent.
200	CSEA Special Grant	Activity associated with special/demonstration grants.
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 the agency's IV-D allocation: such as a special project allocation; a contract or memorandum of understanding with another family services agency or workforce development agency; or functions associated with PA programs.
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	Any Support Enforcement Program Service	The following activities on a case/services: <ul style="list-style-type: none"> • Location or relocation of a parent or alleged father (including the review of information supplied by the custodial parent, county records, Ohio or Federal Parent Locator Services, etc.); • establishment of paternity or a child support order; • modification of a child support order; • enforcement of a support order; or • collections, disbursement, or distribution.
101	Child Support Administrative Activities	Administrative activities associated with services not covered by another activity code; e.g., case management, training, report preparation, meetings, etcetera.
204	Family Forward Demo Grant	Activity associated with the Family Forward Demo Grant through the Kellogg Foundation.

800	Food Assistance Employment and Training (FAET) Referrals for Title IV-D Cases	Activities related to the referral of non-compliant child support obligors who are also Food Assistance Recipients to the Food Assistance Employment and Training program. Does not include activities related to eligibility determination for FAET or administration of the FAET program.
971	PRC / TANF Case Management	Activities related to providing direct PRC services to eligible <i>non-custodial parents</i> . Includes activities and trainings/meetings 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 the 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 issuance of support services including housing (rent, mortgage, property tax, and homeless fee), utilities (services including electric, gas, water, and phone); transportation for participants (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)). Includes case management activities such as evaluating and updating client progress such gaining employment; documenting in case files/activity logs, preparation for client interviews/meetings. <i>Does not include administrative activities for PRC/TANF such as general administration and coordination (use 988).</i>
975	Child Support CCMEP Allowable Activity	Activities related to the referral of non-custodial parents who are also Comprehensive Case Management and Employment Program (CCMEP) eligible. <i>Does not include activities associated with 5101:12-50-17, Seek work orders. Does not include activities related to TANF or Prevention, Retention and Contingency (PRC) eligibility determination or the administration of the TANF or PRC programs.</i>
988	TANF Administration	Includes activities and trainings/meetings related to general administration and coordination of TANF programs (e.g. CCMEP), including eligibility screening interviews; intake; eligibility review; benefit changes; financial recordkeeping changes to file related to eligibility determinations for TANF participants; contract creation and administration; preparation of program plans (<i>does not include preparation of IOP</i>), budgets and schedules as defined in 5101:14-1-03 ; monitoring of plans and projects; monitoring of financial grants and agreements, appeal hearings; 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 financial reports and other administrative documents. <i>Does not include case management activities such as preparing IOP, evaluating and updating client progress such as attaining a specific goal, adding or revising goals, or gaining employment; documenting in case files/activity logs, preparation for client interviews/meetings (use 989 or another applicable 900 code).</i>
989	CCMEP TANF Case Management	Activities related to providing CCMEP direct services to eligible individuals and families. Includes activities and trainings/meetings related to curriculum training, intensive case management, barrier removal; issuance of support services including housing (rent, mortgage, property tax, and homeless fee),

utilities (services including electric, gas, water, and phone); transportation for CCMEP participants (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). Includes CCMEP case management activities such as evaluating and updating client progress such as attaining a specific goal, adding or revising goals, or gaining employment; documenting in case files/activity logs, preparation for client interviews/meetings. Also includes entering information/services in the OWCMS system. ***Does not include administrative activities for CCMEP such as general administration and coordination (use 988).***

- 994 Child Support
TANF Allowable Activity Activities related to the referral of non-custodial parents who are also Temporary Assistance for Needy Families (TANF) eligible. **Does not include activities associated with 5101:12-50-17, Seek work orders. Does not include activities related to TANF or Prevention, Retention and Contingency (PRC) eligibility determination or the administration of the TANF or PRC programs.**
- 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 Public Assistance (PA)
Common to Several ***Only for use by counties in a sparsely populated geographic area who have documented a lack of administrative feasibility in using Title IV-A staff to perform these functions.*** Activities include follow up on I.E.V.S. alerts, associated with determining initial and continuing eligibility for multiple programs (i.e. financial and medical assistance and/or food assistance) that cannot be associated with a single program represented on this time study.
- 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.