

48. Work Participation Status:

Guidance: This item is used in calculating the work participation rates. The following two definitions are used in reporting this item and in determining which families are included in and excluded from the calculations.

“Disregarded” from the participation rate means the TANF family is not included in the calculation of the work participation rate.

“Exempt” means that the individual will not be penalized for failure to engage in work (i.e., good cause exception); however, the TANF family is included in the calculation of the work participation rate.

A Tribe is not required to disregard all families that could be disregarded. For example, a family with a single custodial parent with a child under 12 months (and the parent has not been disregarded for 12 months) may be disregarded. However, if the single custodial parent is meeting the work requirements, the Tribe may want to include the family in its work participation rate. In this situation, the Tribe should use work participation status code “19” rather than code “01”.

Instruction: Enter the two-digit code that indicates the adult's (or minor child head-of-household's) work participation status. If the Tribe chooses to include the noncustodial parent in the two-parent work participation rate, the Tribe must code the data element “Type of Family for Work Participation Rate” with a “2” and enter the applicable code for this data element. If a State chooses to exclude the noncustodial parent from the two-parent work participation rate, the State must code the data element “Type of Family for Work Participation” with a “1” and code the data element “Work Participation Status” for the noncustodial parent with a “99”. This data element is not applicable for individuals whose family affiliation code is 2, 3, 4, or 5 (i.e., use code “99” or leave blank).

01= Disregarded from participation rate, single custodial parent with child under 12 months.

02= Disregarded from participation rate because all of the following apply: required to participate, but not participating; and sanctioned for the reporting month, but not sanctioned for more than 3 months within the preceding 12-month period (Note, this code should be used only in a month for which the family is disregarded from the participation rate). While one or more adults may be sanctioned in more than 3 months within the preceding 12-month period, the family may not be disregarded from the participation rate for more than 3 months within the preceding 12-month period).

03= Disregarded, family is part of an ongoing research evaluation (as a member of a control group or experimental group) approved under Section 1115 of the Social Security Act.

04= Not applicable to Tribes

05= Exempt for reasons specified in negotiated Tribal TANF plan.

06= Exempt, single custodial parent with child under age 6 and child care unavailable.

07= Exempt, disabled.

08= Exempt, caring for a severely disabled child.

09= Exempt, under a federally recognized good cause domestic violence waiver.

10= Not applicable to Tribes.

11= Exempt, other.

12= Required to participate, but not participating; sanctioned for the reporting month; and sanctioned for more than 3 months within the preceding 12-month period.

13= Required to participate, but not participating; and sanctioned for the reporting month, but not sanctioned for more than 3 months within the preceding 12-month period.

14= Required to participate, but not participating; and not sanctioned for the reporting month.

15= Deemed engaged in work--single teen head-of-household or married teen who maintains satisfactory school attendance.

16= Deemed engaged in work--single teen head-of-household or married teen who participates in education directly related to employment for an average of at least 20 hours per week during the reporting month.

17= Deemed engaged in work--parent or relative (who is the only parent or caretaker relative in the family) with child under age 6 and parent engaged in work activities for at least 20 hours per week.

18= Required to participate and participating, but not meeting minimum participation requirements.

19= Required to participate and meeting minimum participation requirements.

99= Not applicable (e.g., person living in household and whose income or resources are counted in determining eligibility for or amount of assistance of the family receiving assistance, but not in eligible family receiving assistance or noncustodial parent that the Tribe opted to exclude in determining participation rate).

Adult Work Participation Activities

Guidance: To calculate the average number of hours per week of participation in a work activity, add the number of hours of participation across all weeks in the month and divide by the number of weeks in the month. Round to the nearest whole number.

Some weeks have days in more than one month. Include such a week in the calculation for the month that contains the most days of the week (e.g., the week of July 27-August 2, 1997 would be included in the July calculation). Acceptable alternatives to this approach must account for all weeks in the fiscal year. One acceptable alternative is to include the week in the calculation for whichever month the Friday falls (i.e., the JOBS approach). A second acceptable alternative is to count each month as having 4.33 weeks.

During the first or last month of any spell of assistance, a family may happen to receive assistance for only part of the month. If a family receives assistance for only part of a month, the State (Tribe) may count it as a month of participation if an adult (or minor child head-of-household) in the family (both adults, if they are both required to work) is engaged in work for the minimum average number of hours for any full week(s) that the family receives assistance in that month.

Special Rules: Each adult (or minor child head-of-household) has a life-time limit for vocational educational training. Vocational educational training may only count as a work activity for a total of 12 months. For any adult (or minor child head-of-household) that has exceeded this limit, enter "0" as the average number of hours per week of participation in vocational education training, even if (s)he is engaged in vocational education training. The additional participation in vocational education training may be coded under "Other".

Limitations: The four limitations¹ concerning job search and job readiness are:

- (1) Job search and job readiness assistance only count for 6 weeks in any fiscal year;
- (2) An individual's participation in job search and job readiness assistance counts for no more than 4 consecutive weeks;
- (3) If the Tribe's total unemployment rate for a fiscal year is at least 50 percent greater than the United States' total unemployment rate for that fiscal year, then an individual's participation in job search or job readiness assistance counts for up to 12 weeks in that fiscal year; and
- (4) A State may count 3 or 4 days of job search and job readiness assistance during a week as a full week of participation, but only once for any individual. For each week in which an adult (or minor child head-of-household) exceeds any of these limitations, use "0" as the number of hours in calculating the average number of hours per week of job search and job readiness, even if (s)he may be engaged in job search or job readiness activities.

Instruction: For each work activity in which the adult (or minor child head-of-household) participated during the reporting month, enter the average number of hours per week of participation, except as noted above. For each work activity in which the adult (or minor child head-of-household) did not participate, enter zero as the average number of hours per week of participation. These work activity data elements are applicable only for individuals whose family affiliation code is 1.

49. Unsubsidized Employment.

50. Subsidized Private-Sector Employment.

51. Subsidized Public-Sector Employment.

52. Work Experience.

53. On-the-job Training.

54. Job Search and Job Readiness Assistance.

Instruction: As noted above, the statute limits participation in job search and job readiness training in four ways. Enter, in this data element, the average number of hours per week of participation in job search and job readiness training that are within the statutory limitations.

Otherwise, count the additional hours of work participation under the work activity "Other Work Activities".

55. Community Service Programs.

56. Vocational Educational Training:

Instruction: As noted above, the statute contains special rules limiting an adult's (or minor child head-of-household's) participation in vocational educational training to twelve months.

Enter, in this data element, the average number of hours per week of participation in vocational educational training that are within the statutory limits.

57. Job Skills Training Directly Related to Employment.

58. Education Directly Related to Employment for Individuals with no High School Diploma or Certificate of High School Equivalency.

59. Satisfactory School Attendance for Individuals with No High School Diploma or Certificate of High School Equivalency.

60. Providing Child Care Services to an Individual Who Is Participating in a Community Service Program.

61. This data element is not applicable for Tribes. If the Tribe's approved plan contains work activities not listed above, the total average hours for those activities should be reported in data element 62 "Other Work Activities".

62. Other Work Activities: Tribes should report total average hours for activities not elsewhere reported.

63. Required Hours of Work under Waiver Demonstration: Not applicable to Tribes. Leave blank.

64. Amount of Earned Income: Enter the dollar amount of the adult's (or minor child head-of-household's) earned income for the reporting month or for the month used to budget for the reporting month. Include wages, salaries, and other earned income in this item.

65. Amount of Unearned Income: Unearned income has five categories. For each category of unearned income, enter the dollar amount of the adult's (or minor child head-of household's) unearned income for the reporting month or for the month used to budget for the reporting month.

a. Earned Income Tax Credit (EITC):

Guidance: Earned Income Tax Credit is a refundable Federal, State, or local tax credit for families and dependent children. EITC payments are received monthly (as advance payment through the employer), annually (as a refund from IRS), or both.

Instruction: Enter the total dollar amount of the Earned Income Tax Credit actually received, whether received as an advance payment or a single payment (e.g., tax refund), by the adult (or minor child head-of-household) during the reporting month or the month used to budget for the reporting month. If the Tribe counts the EITC as a resource, report it here as unearned income in the month received (i.e., reporting month or budget month, whichever the State is using). If the Tribe assumes an advance payment is applied for and obtained, only report what is actually received for this item.

b. Social Security: Enter the dollar amount of Social Security benefits that the adult in the State (Tribal) TANF family has received for the reporting month or for the month used to budget for the reporting month.

c. SSI: Enter the dollar amount of SSI that the adult in the State (Tribal) TANF family has received for the reporting month or for the month used to budget for the reporting month.

d. Worker's Compensation: Enter the dollar amount of Worker's Compensation that the adult in the State (Tribal) TANF family has received for the reporting month or for the month used to budget for the reporting month.