

Attachment A
General Instructions:

Each State must provide the information indicated below on its TANF program regardless of the funding source -- i.e., no matter whether the State used segregated Federal TANF funds, segregated State TANF funds, or commingled funds to pay for the benefit or service.

If the State elects to report on other benefits or activities provided through other program funding streams, please mention it after the TANF-funded benefits or activities for each item.

1. The State's definition of each work activity.

See attached

2. A description of the transitional services provided to families no longer receiving assistance due to employment.

The Department of Human Services, Early Care and Education Administration (ECEA) operates the child care subsidy program for the District of Columbia (this excludes children participating in Head Start or in pre-kindergarten programs operated through the District of Columbia Public Schools). TANF, Child Care and Development Fund (CCDF) and MOE funds are used to fund child care subsidies to low-income working families, including former TANF recipients. (More detailed information about MOE funded efforts is available in the Annual Report on State Maintenance-of Effort Programs (ACF-202)). Families who have transitioned from TANF to work continue to receive child care subsidies as long as they remain residents of the District of Columbia and meet the eligibility criteria for services. Families receive assistance locating child care that meets their needs, as well as information on what to look for when seeking child care services. In addition to child care, the District provides free health insurance to low-income working families through a substantial Medicaid expansion. (This is not funded with TANF or MOE resources.) In the District of Columbia, families with children with incomes below 200 percent of the federal poverty level are eligible for

Medicaid. Both children and parents/caretakers in such families are eligible for Medicaid coverage. In September 2010, 77,300 children under the age of 21 received medical assistance. This is up from 76,000 children just under 73,000 in FY09 and FY08, respectively. Finally, the District has also enacted a local Earned Income Credit which equals 10 percent of the federal credit. This credit will also help support low-income working families, including former TANF recipients.

3. A description of how a State will reduce the amount of assistance payable to a family when an individual refuses to engage in work without good cause pursuant to 45 CFR 261.14 of this chapter.

When an adult fails to comply without good cause with work requirements, that individual is denied TANF benefits and is removed from the assistance unit. The other members of the assistance unit do not lose their eligibility for benefits. ****

Question number 4 below, While the District continues to provide a child care disregard to families that incur out-of-pocket child care costs, very few families receive such a disregard because virtually all child care subsidies are provided directly through voucher payments administered through the Office of Early Childhood Development. Approximately 89 families receiving TANF cash assistance received the child care disregard each month in FY 2010. Because the vast majority of our child care subsidies are provided through a direct payment structure, not through the use of the child care disregard, the District does not track the type of child care arrangements those families who do receive the disregard utilize. Thus all are allotted to option i.

4. The average monthly number of payments for child care services made by the State through the use of disregards, by the following types of child care providers:

i. Licensed/regulated in-home child care: 89

ii. Licensed/regulated family child care: 0

iii. Licensed/regulated group home child care: 0

iv. Licensed/regulated center-based child care: 0

v. Legally operating (i.e., no license category available in

State or locality) in-home child care provided by a non-relative: 0

vi. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a relative: 0

vii. Legally operating (i.e., no license category available in State or locality) family child care provided by a non-relative: 0

viii. Legally operating (i.e., no license category available in State or locality) family child care provided by a relative: 0

ix. Legally operating (i.e., no license category available in State or locality) group child care provided by a non-relative: 0

x. Legally operating (i.e., no license category available in State or locality) group child care provided by a relative: 0

xi. Legally operated (i.e., no license category available in State or locality) center-based child care. 0

5. If the State has adopted the Family Violence Option and wants Federal recognition of its good cause domestic violence waivers under 45 CFR 260.50-58, then provide (a) a description of the strategies and procedures in place to ensure that victims of domestic violence receive appropriate alternative services and (b) an aggregate figure for the total number of good cause domestic waivers granted.

a) Individuals with a history of domestic violence may be exempted from work participation requirements and child support requirements. Such individuals may choose to participate in work activities or pursue child support. 34 waivers were granted. DHS caseworkers use the Preliminary Assessment Form to screen all TANF applicants for various barriers to employment, including domestic violence. If domestic violence is identified, a written referral for additional screening/assessment services is provided. The District has contracted with a local community based organization, My Sister's Place, to provide these screening and assessment services as well as to coordinate services to individuals with domestic violence-related problems. If an entity that operates a TANF work program or an entity conducting home visits with

TANF customers discovers that a recipient has a domestic violence issue and may need services, a referral to the domestic violence service providers will be made. If further screening or assessment confirms an initial finding of domestic violence, the domestic violence service provider and the recipient develop a service plan. When developing the plan, the possibility of requesting a waiver of work requirements and/or child support cooperation requirements and the duration of such waivers is discussed. Good cause waivers of work requirements are granted when work participation requirements would make it more difficult for the applicant/recipient to escape family violence. Decisions on granting or denying a domestic violence waiver of work requirements are made within 15 business days of such a waiver request. Since it may be necessary to waive work requirements to ensure the safety of the applicant/recipient, s/he will not be required to participate in work programs pending a decision on whether to grant a waiver. When determining whether domestic violence occurred, the following evidence shall be used: (A) Police, government agency, or court records; (B) Documentation from a shelter, legal, clerical, medical, or other professional worker from whom the applicant/recipient has sought assistance; (C) Statements from other individuals with knowledge of the circumstances; (D) Physical evidence of domestic violence or any other evidence supporting the allegations; and (E) In the absence of evidence as listed above, allegations that the victim makes under oath, including the applicant's petition for a Civil Protection Order, shall be sufficient to substantiate a claim. The domestic violence service provider provides services to TANF recipients with domestic violence-related problems, including, but not limited to, those who request and are granted a domestic violence waiver. The provider submits reports to the Department of Human Services on each recipient for whom they are providing services. These reports are submitted 30, 60 and 90 days after the recipient begins to work with the provider. If the provider and the recipient jointly agree to request an extension of the waiver, the extension is requested as part of the 90 day report with a justification of

why such an extension is warranted. If a TANF recipient requests but is not granted a waiver or waiver extension, the recipient can appeal that ruling through the fair hearing process. If an applicant/recipient decides not to seek or declines services or a waiver of work requirements due to domestic violence, s/he is not barred from seeking such services and waivers at a later date. An applicant/recipient may terminate an existing waiver at any time without penalty. No waiver is ever implemented against the will of the applicant/recipient. Once granted a waiver, an applicant/recipient may voluntarily choose to participate in approved TANF activities. 34 DV waivers were granted.

6. A description of any nonrecurrent, short-term benefits (as defined in 45 CFR 260.31(b)(1)) provided, including:

i. The eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payments;

ii. Any policies that limit such payments to families that are eligible for TANF assistance or that have the effect of delaying or suspending a family's eligibility for assistance;

iii. Any procedures or activities developed under the TANF program to ensure that individuals diverted from assistance receive information about, referrals to, or access to other program benefits (such as Medicaid and food stamps) that might help them make the transition from welfare to work.

The District has a Diversion Payment Program which can provide vendor payments to meet an immediate need for a family applying for TANF benefits. No applications for the Diversion Payment Program were approved in FY 2010. The following is a description of the rules related to the program. A head of household who is applying for TANF may be provided cash assistance under the Diversion Payment Program (DPP) instead of receiving a TANF grant. DPP is used to resolve an immediate short-term financial need which, if resolved, will allow the applicant to continue in current employment or accept new employment. During TANF intake, the SSR assesses whether an applicant is an appropriate candidate for DPP. Applying for DPP does not affect the processing of Food

Stamp and Medicaid applications. If the applicant indicates during the initial interview or subsequent discussions but prior to TANF approval that employment could be retained or obtained if a work-related crisis can be quickly resolved, then the SSR informs the applicant of the program and encourage the use of DPP rather than TANF. Receipt of DPP does not count toward the TANF 60-month time limit. DPP is available to cover expenses that, if paid, will assure retention of employment or the ability to accept bona fide employment in lieu of monthly TANF assistance. These expenses include but are not limited to: • Auto insurance, • Motor vehicle repair, • Rent and utilities (but not utilities alone), • Work clothes, and • Professional licenses and fees. In order to be considered for DPP, the applicant must meet the following criteria: • Have a job or bona fide offer of employment which s/he is willing to accept; • Meet the assets test for TANF cash assistance; however, one of the applicant's vehicles may be excluded when determining eligibility; • Meet the income test for TANF cash assistance, if DPP is requested to accept new employment (If at the time of the application, the applicant is unemployed and subsequently obtains employment while the application is pending, no earnings from the job are considered in determining whether the household passes the TANF financial tests for DPP. The financial circumstances of the applicant on the date of application are the basis of this determination.); • Live with a minor child of a specified acceptable degree of relationship; • Have no receipt of TANF benefits in the last six months and no receipt of a DPP payment in the prior 12 months; • Have an immediate financial barrier which if eliminated will enable the individual to obtain or retain employment; AND • Agree to accept the one-time DPP payment rather than TANF assistance. As a general rule, DPP payments will be made directly to vendors. A DPP payment may not exceed the amount needed to remove the barrier to employment and can never exceed three times the full grant for the applicant household size. There are also LIHEAP benefits provided, which are on an annual basis, Emergency shelter, and Emergency Rental Payments, which are limited on a 12 month basis.

7. A description of the grievance procedures the State has established and is maintaining to resolve displacement complaints, pursuant to section 407(f)(3) of the Social Security Act. This description must include the name of the State agency with the lead responsibility for administering this provision and explanations of how the State has notified the public about these procedures and how an individual can register a complaint.

The D.C. Department of Employment Services is the lead agency for administering the grievance procedures with respect to Workforce Investment Act-related displacement complaints. The Department of Employment Services has established grievance and complaint procedures that require that complaints be filed within 180 days of the discovery of the occurrence. Hearing requests are handled by the D.C. Department of Employment Services, Office of Unemployment Compensation, Appeals Division.

8. A summary of State programs and activities directed at the third and fourth statutory purposes of TANF (as specified at 45 CFR 260.20(c) and (d) of this chapter).

a. Summarize below, the State programs and activities directed at preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3):

a) Teen Pregnancy Prevention – In FY 2010, grants funded by TANF were again awarded to community-based organizations to develop and implement teen pregnancy prevention programs. Research indicates that interventions to prevent teen pregnancy should begin prior to the teen years. Therefore, these grants target children ages 11-14 in high-poverty areas of the District of Columbia. These community based organizations provide an array of programs and services to both children and their parents. These programs include: nutrition education, tutoring, cultural enrichment activities for children, academic support, parenting skills training, life skills training for children, and activities to promote children’s self-esteem. These programs served more than 1,500 teens in FY10. Additionally, TANF funds were used

to support interventions for teen parents to help them complete or pursue educational endeavors and reduce the incidence of repeat pregnancies. (b) Community “Mini-Grants” – The District of Columbia used TANF funds to provide small grants of \$20,000 or less to community based organizations to provide services to needy families with children. The grantees were organizations with overall budgets of less than \$150,000. Many of the programs funded with these “mini-grants” provided services to low-income children and their families and were designed, in part, to reduce teen pregnancy.

b. Summarize below, the State programs and activities directed at encouraging the formation and maintenance of two-parent families (TANF purpose 4):

(a) Family to Family - In FY10, the District of Columbia used TANF funds to provide mentoring programs that strengthen family relationships, including marriages that are central to achieving and sustaining goals of personal responsibility and self sufficiency. Recognizing the need to make changes that affect self-perception and expectations can be a struggle. Maintaining the energy and commitment to follow-through on the desired change requires courage and commitment. The Family-to-Family mentoring program helps fill the need for positive relationships to reinforce and support self-sufficiency goals. (b) Family Emergency Services – In FY10, the District of Columbia used TANF funds to provide services to families who are homeless or at risk of homelessness. Funds were used for program enhancements including the provision of shelter and case management services for families in D.C. shelters. (c) Wraparound Family Services – In FY10, the District used TANF funds to provide services to address short term crises as well as long-term family issues that lead to long-term welfare dependency and inhibit self-sufficiency. The services address the needs of the hardest to serve, target the well-being of the family unit, and serve to supplement financial and employment assistance. (d) Fatherhood Initiative – In FY10, the District used TANF funds as one of a complement of funding sources to provide a continuum of supportive services to fathers of children in low-income families. Specifically, TANF funds support life skills education, group peer instruction, mediation

services, counseling, and instruction on effective parenting. (g) Family Preservation Services – In FY10, the District used TANF funds to provide family preservation-related services to low income families with children. These services include short-term out-of-home placements with a child is removed due to a family crisis. Such services are supported for a maximum of 180 days and are provided in conjunction with and assessment or services geared toward family reunification. (h) Services to Families with Youth involved with Juvenile Court – In FY10, The District of Columbia uses or may use TANF funds to provide an array of services to youth involved with the juvenile court and their families which will help children to become productive and competent members of society and families. (i) Service to Children in Foster Care – In FY10, the District of Columbia used TANF funds to provide services to children and families in the foster care system, to help kemaintain children in their homes of in the home of a relative. e) DC Father Hood Program: Works with fathers and non-custodial parents so that they reengaged in the lives of their children and contribute to the nuclear family.

9. An estimate of the total number of individuals who have participated in subsidized employment under §261.30(b) or (c) of this chapter. 0

Attachment B EITC
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Earned Income Tax Credit</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> MOE funds are used to provide assistance, in the form of a local Earned Income Tax Credit to low income families in the District of Columbia.</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> To assist low-income families so that they can maintain stability and provide for their children.</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$21,934,532</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$21,934,532</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 16,000</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total</p> |

served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Families with less than one child must earn less than \$33,241 (less than \$35,241 if married and filing jointly) and families with two or more children must earn less than \$37,783 (less than \$39,783 if married and filing jointly).

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B CFSA Cash Assistance
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Child and Family Services Agency Cash Assistance</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Cash assistance to TANF-eligible youth aging out of the foster care system</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> Assist youth to remain intact with family</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$1,000,000</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$1,000,000</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 200</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p> |
| <p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u></p> |

under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Child Care Assistance/Quality
Enhancements
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Child Care Assistance/Quality Enhancements</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Maintenance-of-effort funds are used to provide child care subsidies to low-income District children whose parents are working or participating in employment-related programs. These funds are used to provide subsidies to low-income working families and support quality enhancement initiatives.</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> To assist low-income families afford child care and improve the quality of the care children receive.</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$22,143,865</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$22,143,865</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 11,469</p> |

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Cash assistance
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Cash assistance for families with children</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> MOE funds are used to fund basic cash assistance to families in the state’s TANF program. These funds are “commingled” with federal TANF assistance.</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> To assist poor families with children to meet their basic needs.</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$2,075,983</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$2,075,983</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 468</p> |
| <p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total served over the fiscal year.</p> |
| <p><u>9. Financial Eligibility Criteria for Receiving MOE-funded</u></p> |

Program Benefits or Services:

To be eligible for TANF, a family must meet an income and asset test as well as various non-financial eligibility criteria including: • the family must include a minor child • all individuals included in the case must either be U.S. citizens or meet the immigrant-eligibility established under federal law • In FY 2002, the asset test mirrored that in the Food Stamp Program. Effective May 2001, the work expense deduction of \$100 and earned income disregards of 50% of earnings were increased for TANF households. An applicant family's gross income less a \$160 work expense deduction and child care disregard had to be less than the payment standard to qualify for TANF cash assistance. A recipient family's net income less a combined earned income disregard equal to \$160 + two thirds (2/3) of all earnings and a child care disregard, if applicable, had to be less than the payment standard. The payment standard for the TANF program is: Group Size Payment Levels (effective October 1, 2007) 1 \$270 2 336 3 428 4 523 5 602 6 708 7 812 8 897 9 987 10 1,072 11 1,131 12 1,216 13 1,271 14 1,340 15 1,391 16 1,461 17 1,602 18 1,639 19 1,673

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Work programs for TANF recipients
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

Work programs for TANF recipients

2. Description of the Major Program Benefits, Services, and Activities:

MOE funds are used to fund employment services to TANF recipients.

3. Purpose(s) of Benefit or Service Program:

To assist adults receiving TANF find and retain employment.

4. Program Type. (Check one)

TANF State

5. Description of Work Activities (Complete only if this program is a separate State program):

6. Total State Expenditures for the Program for the Fiscal Year: \$10,697,043

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$10,697,043

8. Total Number of Families Served under the Program with MOE Funds: 4,384

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

These funds are used to provide employment-related services to adults who receive TANF cash assistance.

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Family Services Administration
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Family Services Administration</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Provide Services and Shelter to homeless families</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> allows families to remain intact</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$4,168,921</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$4,168,921</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 1,500</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p> |
| <p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> under 300% of FPL</p> |

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B Grandparent Subsidy Program
Grantee Information

State DISTRICT OF COLUMBIA

Fiscal Year 2010

Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

Grandparent Subsidy Program

2. Description of the Major Program Benefits, Services, and Activities:

provide assistance to grandparents who are raising their grandchildren, so that they can remain in the home.

3. Purpose(s) of Benefit or Service Program:

provide assistance to grandparents who are raising their grandchildren, so that they can remain in the home.

4. Program Type. (Check one)

TANF State

5. Description of Work Activities (Complete only if this program is a separate State program):

N/A

6. Total State Expenditures for the Program for the Fiscal Year: \$5,587,518

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$5,587,518

8. Total Number of Families Served under the Program with MOE Funds: 457

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded

Program Benefits or Services:

Unfer 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): **\$0**

Attachment B Community Youth Investment Trust
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Community Youth Investment Trust</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> afterschool programs</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> provide after school programs so that parents can continue to work.</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> N/A</p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$10,602,000</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$10,602,000</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 13,429</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p> |
| <p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u></p> |

under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B New Communities
Grantee Information

State DISTRICT OF COLUMBIA

Fiscal Year 2010

Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

New Communities

2. Description of the Major Program Benefits, Services, and Activities:

Case management services and community-wide resource fairs in all communities. Added job developer to case management team. Sector-focused employment and training initiative and adult literacy circles.

3. Purpose(s) of Benefit or Service Program:

Assist families in public housing achieve self sufficiency

4. Program Type. (Check one)

TANF State

5. Description of Work Activities (Complete only if this program is a separate State program):

6. Total State Expenditures for the Program for the Fiscal Year: \$3,000,000

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$3,000,000

8. Total Number of Families Served under the Program with MOE Funds: 490

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:
under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): **\$0**

Attachment B DYRS
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Department of Youth Rehabilitative Services</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Extended home family; evening reporting centers, re-entry program for youth entering the community</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> assist youth reunited and stay with their families in the community</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$2,069,309</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$2,069,309</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 150</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p> |
| <p><u>9. Financial Eligibility Criteria for Receiving MOE-funded</u></p> |

Program Benefits or Services:
under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): **\$0**

Attachment B DOES - summer
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Department of Employment Services</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Summer youth employment</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> provide work experience for youth to help support the family and build a foundation for a career.</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$16,190,999</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$16,190,999</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 19,246</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p> |
| <p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u></p> |

under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B DOES - TEP
Grantee Information

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| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> Department of Employment Services - TEP</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Project Empowerment - subsidized employment</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> subsidized work for individuals</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$6,592,243</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$6,592,243</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 821</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p> |
| <p><u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> under 300% of FPL</p> |

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B DDOE
Grantee Information

State DISTRICT OF COLUMBIA

Fiscal Year 2010

Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

District of Columbia Department of the Environment

2. Description of the Major Program Benefits, Services, and Activities:

(Low-Income Home Energy Assistance Program) LIHEAP program

3. Purpose(s) of Benefit or Service Program:

provide energy assistance to families, to help them remain in their homes

4. Program Type. (Check one)

TANF State

5. Description of Work Activities (Complete only if this program is a separate State program):

6. Total State Expenditures for the Program for the Fiscal Year: \$6,476,617

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$6,476,617

8. Total Number of Families Served under the Program with MOE Funds: 11,020

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded

Program Benefits or Services:
under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): **\$0**

Attachment B DCHA local rental subsidy (District 500)
Grantee Information

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|-----------------------------------|-------------------------|
| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u> |
| <u>1. Name of Benefit or Service Program:</u> DCHA local rental subsidy (District 500) |
| <u>2. Description of the Major Program Benefits, Services, and Activities:</u> Housing vouchers for families |
| <u>3. Purpose(s) of Benefit or Service Program:</u> provide vouchers so that families are able to remain intact and stay in their housing. |
| <u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State |
| <u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> |
| <u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$6,708,829 |
| <u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$6,708,829 |
| <u>8. Total Number of Families Served under the Program with MOE Funds:</u> 448 |
| <u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year. |
| <u>9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:</u> |

under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B District of Columbia Housing Authority -
Local rent supplement
Grantee Information

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|-----------------------------------|-------------------------|
| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> District of Columbia Housing Authority - Local rent supplement</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> local rent supplement for tenant based vouchers for families</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> Allow families to remain in their housing</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$9,935,125</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$9,935,125</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 664</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p> |
| <p><u>9. Financial Eligibility Criteria for Receiving MOE-funded</u></p> |

Program Benefits or Services:
under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): **\$0**

Attachment B District of Columbia Housing Authority -
Local rent supplement
Grantee Information

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|-----------------------------------|-------------------------|
| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
|-----------------------------------|-------------------------|

Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> District of Columbia Housing Authority - Local rent supplement</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> Local Rent Supplement - sponsor-based vouchers housing subsidy</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> Allow families to remain in their housing</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u></p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$3,603,165</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$3,603,165</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 450</p> |
| <p><u>This last figure represents (Check one):</u> <input type="radio"/> The average monthly total for the fiscal year. <input checked="" type="radio"/> The total served over the fiscal year.</p> |

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:
under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): **\$0**

Attachment B DMH
Grantee Information

State DISTRICT OF COLUMBIA

Fiscal Year 2010

Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

Department of Mental Health

2. Description of the Major Program Benefits, Services, and Activities:

Supported work program

3. Purpose(s) of Benefit or Service Program:

provide employment for individuals in the mental health system

4. Program Type. (Check one)

TANF State

5. Description of Work Activities (Complete only if this program is a separate State program):

6. Total State Expenditures for the Program for the Fiscal Year: \$212,486

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$212,486

8. Total Number of Families Served under the Program with MOE Funds: 21

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B DOH - CARRERA
Grantee Information

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|-----------------------------------|-------------------------|
| <u>State</u> DISTRICT OF COLUMBIA | <u>Fiscal Year</u> 2010 |
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Program Information

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| <p><u>Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.</u></p> |
| <p><u>1. Name of Benefit or Service Program:</u> DOH, Carrera program</p> |
| <p><u>2. Description of the Major Program Benefits, Services, and Activities:</u> It is a cohort driven program; kids enter in the 5th or 6th grade and stay in the program until they graduate from high school. Therefore, program administrators are in constant contact with kids and parents, via in-school and external support programs.</p> |
| <p><u>3. Purpose(s) of Benefit or Service Program:</u> pregnancy prevention</p> |
| <p><u>4. Program Type. (Check one)</u> <input checked="" type="radio"/> TANF <input type="radio"/> State</p> |
| <p><u>5. Description of Work Activities (Complete only if this program is a separate State program):</u> </p> |
| <p><u>6. Total State Expenditures for the Program for the Fiscal Year:</u> \$380,000</p> |
| <p><u>7. Total State MOE Expenditures under the Program for the Fiscal Year:</u> \$380,000</p> |
| <p><u>8. Total Number of Families Served under the Program with MOE Funds:</u> 200</p> |
| <p><u>This last figure represents (Check one):</u> <input checked="" type="radio"/> The average monthly total for the fiscal year. <input type="radio"/> The total</p> |

served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:
under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B ERAP
Grantee Information

State DISTRICT OF COLUMBIA

Fiscal Year 2010

Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:
Emergency Rental Assistance Program

2. Description of the Major Program Benefits, Services, and Activities:
Emergency rental assistance program so that families can maintain their housing

3. Purpose(s) of Benefit or Service Program:
allows families to remain intact

4. Program Type. (Check one)
 TANF State

5. Description of Work Activities (Complete only if this program is a separate State program):

6. Total State Expenditures for the Program for the Fiscal Year: \$4,694,236

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$4,694,236

8. Total Number of Families Served under the Program with MOE Funds: 1,945

This last figure represents (Check one):
 The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

Families under 300% of FPL

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes **No**

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Attachment B UDC
Grantee Information

State DISTRICT OF COLUMBIA

Fiscal Year 2010

Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

1. Name of Benefit or Service Program:

UDC Employment Program

2. Description of the Major Program Benefits, Services, and Activities:

Assist TANF customers in finding employment

3. Purpose(s) of Benefit or Service Program:

allows families to find employment and move off public benefits

4. Program Type. (Check one)

TANF State

5. Description of Work Activities (Complete only if this program is a separate State program):

6. Total State Expenditures for the Program for the Fiscal Year: \$500,000

7. Total State MOE Expenditures under the Program for the Fiscal Year: \$500,000

8. Total Number of Families Served under the Program with MOE Funds: 150

This last figure represents (Check one):

The average monthly total for the fiscal year. The total served over the fiscal year.

9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:

adults who are in a TANF grant

10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)

Yes No

11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No): \$0

Certification
Certify:

This certifies that all families for which the State claims MOE expenditures for the fiscal year meet the State's criteria for "eligible families."

Signature 

Name Deborah Carroll

Title Interim Administrator

Date Submitted 12/30/2010

Approved OMB No. 0970-0248 Form ACF-204, expires 04/30/2009.

ATTACHMENT

District of Columbia

Department of Human Services

Income Maintenance Administration



Work Verification Plan

I. Description and Verification of Work Activities

The District's primary welfare-to-work initiative, the TANF Employment Program (TEP), relies on contracted employment vendors to provide employment readiness, placement, and retention services to non-exempt TANF recipients. TEP vendor contracts are performance-based. As such, vendors are paid only when they submit the necessary documentation to verify that recipients have achieved measurable results, including but not limited to meeting federal hourly participation requirements, entering employment, moving to a higher wage job, and staying employed for periods of three and six months, respectively.

The D.C. Department of Human Services (DHS), Income Maintenance Administration (IMA) Monitoring Unit reviews and audits all documentation submitted by vendors reflecting the activities of recipients in TEP. This documentation includes time sheets, activity logs, school records, pay stubs, and verification of employment, work experience and on-the-job training. The Monitoring Unit completes this audit process to determine if sufficient documentation exists to substantiate reported time and attendance data, to warrant a payment to TEP vendors, and submission of countable hours for federal reporting purposes.

Additionally, DHS operates an in-house employment, training and job retention program. The Monitoring Unit also audits time and attendance information and any accompanying documentation submitted by in-house program staff. This ensures consistent verification standards across all of DHS' employment programs targeting TANF recipients.

All time and attendance data is captured in the TANF Employment Program Data System (TEPDS) and subsequently passed to the IMA Automated Client Eligibility Determination System (ACEDS).

ACEDS was developed under the United States Department of Health and Human Services (DHHS) guidelines for Family Assistance Management Information Systems (FAMIS) and was designed to capture family-related data for the purpose of determining programmatic eligibility. The data entered into ACEDS is subjected to a series of well-established validity checks and the level of verification is also recorded and validated. ACEDS electronically transmits federally required case and client characteristic data and participation data from TEPDS to the TANF Work Participation Reporting System (TWPRS), where work participation calculations are completed and files to be submitted to DHHS are created. This auditing process and electronic transfer of audited hours of actual participation ensures that DHS only pays for and reports actual and countable hours of participation across all activities and imposes automated edit checks to minimize data entry error.

Unsubsidized Employment

The primary purpose of TEP is to assist TANF recipients obtain and retain unsubsidized employment. Unsubsidized employment means full- or part-time employment in the public or private sector that is not subsidized by DHS or any other public program funded. Furthermore, recipients whose employers claim the Work Opportunity Tax Credit are considered to be in unsubsidized employment.

All vendors and DHS program staff are required to submit an "Unsubsidized Employment Verification" form to the Monitoring Unit when a TANF recipient finds unsubsidized employment (see attached). Once a recipient actually starts working, vendors and DHS staff collect documentation from the recipient and/or employer verifying actual hours of work. This documentation includes pay stubs, employer reports, or other employer-issued documentation verifying the number of hours worked and/or earnings. DHS then determines the number of countable hours of participation in unsubsidized employment based the hours shown on verified

documentation. This includes hours for which the individual is paid, but does not work for reasons including paid leave and holidays, defined in Part II below.

Once actual hours of employment are received and verified by the vendor and DHS program staff, the countable hours of participation are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file. All documentation is verified by DHS monitors during a bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file is deleted from TEPDS. **Proper documentation must be submitted and approved before any countable hours are passed to TWPRS.**

Following the initial placement in unsubsidized employment, vendors continue to monitor and track the activities of their assigned TANF recipients for 90 days, unless the recipient's case is closed due to earnings. During these 90 days, DHS requires that vendors collect all pay stubs and other employer-issued documentation on a biweekly basis to ensure that recipients satisfy their required hours over the entire reporting period. Any change in the hours of employment is recorded in TEPDS and the documentation is retained in the TANF recipient's case file.

After 90 days, the recipient's hours and earnings are tracked and verified by DHS. The District projects hours of participation in unsubsidized employment for six months or until the recipient's next scheduled recertification, whichever is sooner. The initial projection is based on the most recent two weeks of consecutive (if available) and verified paid employment. If DHS becomes aware of any change in hours of employment during the six-month period, those hours will be used to recalculate the recipient's projected hours. The recalculation of weekly hours will be based on the average of at least the two most recent (and consecutive, if available) weeks of reported hours for which a recipient was paid. Weekly hours are then passed to TWPRS where average hours are computed for TANF data reporting purposes. The computer generated average is based on total hours for the calendar month divided by the number of Fridays in the month.

For clients who become self-employed, the District will determine the client's hours of participation by taking the client's self-employment income (gross income less business expenses) divided by the Federal minimum wage, as is consistent with TANF eligibility policy. The information will be collected and submitted in the manner described above for all other clients. Self-declaration of employment, earnings and hours is not allowed. Self-employment income is documented in ACEDS and is identified as a separate income type.

Following the initial reporting of self-employment by a recipient, the recipient's hours and earnings are tracked and verified by DHS. The District projects hours of participation in unsubsidized, self-employment for six months or until the recipient's next scheduled recertification, whichever is sooner. The initial projection is based on the most recent two weeks of consecutive (if available) and verified paid employment. If DHS becomes aware of any change in hours of employment during the six-month period, those hours will be used to recalculate the recipient's projected hours. The recalculation of weekly hours will be based on the average of at least the two most recent (and consecutive, if available) weeks of reported

hours for which a recipient was paid. Weekly hours are then passed to TWPRS where average hours are computed for TANF data reporting purposes. The computer generated average is based on total hours for the calendar month divided by the number of Fridays in the month.

Subsidized Private and Public Sector Employment

Subsidized employment in the private or public sector covers all jobs for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a TANF recipient. The District distinguishes private/public sector employment from other activities, such as work experience, in that recipients participating in subsidized employment are paid wages and receive the same benefits as an employee with no subsidy who performs similar work. Furthermore, subsidized employment does not include “on-the-job training” programs, where employers are subsidized to offset the costs of training.

The District operates a subsidized employment program as a component of TEP. D.C.’s Supported Work Program (SWP) is designed to complement the TEP work-first model by offering subsidized employment opportunities to TANF recipients who have not successfully moved from welfare-to-work through TEP’s job preparation and placement activities. Third-party vendors serve as the employer of record and are paid a fee to cover salary and work-related expenses.

Similar to TEP, SWP is funded through performance-based contracts that provide payments only when TANF recipients achieve measurable results and reported hours of work are verified by both the SWP vendor and DHS monitors. DHS monitors review every TANF recipient case file that vendors submit for payment to determine if sufficient documentation exists to substantiate reported time and attendance data and to warrant a payment. This auditing process ensures that DHS only pays for measurable results and reports only actual and allowable hours of participation.

The Supported Work Program is a voluntary program, but recipients can only participate if they are referred by DHS. The program includes up to two weeks of allowable job readiness activities (see description below), during which time the recipient is paid a regular hourly wage. When recipients are placed in subsidized employment, vendors are required to submit a “Subsidized Employment Verification” form to DHS (see attached) once sufficient documentation and verification has been received from an employer. DHS determines the number of countable hours of participation in subsidized employment based the hours noted on the “Subsidized Employment Verification” form submitted to the Monitoring Unit. Once a recipient actually starts working, vendors and DHS staff collect documentation from the recipient and/or employer verifying actual hours of work. This documentation includes pay

stubs, employer reports, or other employer-issued documentation verifying the number of hours worked and/or earnings. DHS then determines the number of countable hours of participation in subsidized employment based the hours shown on verified documentation. This includes hours for which the individual is paid, but does not work for reasons including paid leave and holidays, defined in Part II below.

Once actual hours of employment are received and verified by the vendor and DHS program staff, the countable hours of participation are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file. All documentation is verified by DHS during the bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file is deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS.

Following the initial placement into subsidized employment, vendors continue to monitor and track the hours and activities of SWP participants during a nine-month work adjustment period. Any change in the hours of employment is recorded in TEPDS and the documentation is retained in the recipient's case file. Recipients are not required to complete the entire work adjustment period. Rather, the nine months represents the maximum period of time that a recipient may participate in a subsidized employment slot with a single employer.

At any time during the program, a recipient may become engaged in unsubsidized employment. When this occurs and sufficient documentation and verification has been received from an employer, vendors are required to submit an "Unsubsidized Employment Verification" form to DHS. DHS then determines the number of countable hours of participation in unsubsidized employment based the hours shown on verified documentation. This documentation includes pay stubs, employer reports, or other employer-issued documentation verifying the number of hours worked and/or earnings. This includes hours for which the individual is paid, but does not work for reasons including paid leave and holidays, defined in Part II below.

Once verified by the vendor, the countable hours of participation are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file at the vendor site. All documentation is subsequently verified by DHS' during the bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file are deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS.

Following the initial placement into unsubsidized employment, vendors continue to monitor and track the hours and activities of their assigned TANF recipients for 90 days, unless the recipient's case is closed. During these 90 days, DHS requires that vendors collect all pay stubs and other employer-issued documentation on a biweekly basis to ensure that recipients satisfy their required hours over the entire reporting period. Any change in the hours of employment is recorded in TEPDS and the documentation is retained in the TANF recipient's case file.

After 90 days, the recipient's hours and earnings are tracked and verified by DHS. DHS project hours of participation in unsubsidized employment for six months or until the recipient's next scheduled recertification, whichever is sooner. The initial projection is based on the most recent

two weeks of consecutive (if available) and verified paid employment. If DHS becomes aware of any change in hours of employment during the six-month period, those hours will be used to recalculate the recipient's projected hours. The recalculation of weekly hours will be based on the average of at least the two most recent (and consecutive, if available) weeks of reported hours for which a recipient was paid. Weekly hours are then passed to TWPRS where average hours are computed for TANF data reporting purposes. The computer generated average is based on total hours for the calendar month divided by the number of Fridays in the month.

Work Experience

The District allows work experience opportunities for individuals unable to find unsubsidized employment. Work experience provides TANF recipients with an opportunity to engage in work activities in return for their benefits and to gain vital skills in a work setting to enhance and improve their employability. Both DHS and vendors identify potential work experience hosts. All work experience hosts are required to sign an agreement with DHS prior to any placements. The agreement details the goals of the program, the responsibilities of the TANF recipient, the host, and DHS (including supervision and reporting), as well as regulations based on the Fair Labor Standards Act (FLSA). (See attachment)

Any individual that is considered an "employee" under the FLSA must be compensated at the applicable minimum wage. In addition, the FLSA's overtime pay (for over 40 hours in a work week), child labor, and record keeping requirements also apply. TANF assistance provided to work experience participants is not considered wages for Social Security, Federal income tax, or Earned Income Tax Credit purposes. The District and/or the assigned TEP vendor, in consultation with the Department of Labor, will determine whether a TANF recipient will be considered an employee for FLSA purposes based on the nature of the TANF recipient's assigned work within the work experience activity. This determination will be made at the time of application or expression of interest in a given work experience program.

Organizations providing work experience opportunities are required to provide a structured work setting with daily supervision, evidenced by documentation such as timesheets or daily activity logs.

Timesheets and daily activity logs are signed by the supervising official at the work experience site and submitted to the vendor on a weekly basis. DHS determines each recipient's required hours of participation based on the combined TANF grant and Food Stamp allotment, divided by the applicable minimum wage. (The District has adopted a Simplified Food Stamp Program, approved by the Food and Nutrition Service (see attached), thus allowing an individual's food stamp benefit be included in his/her participation requirement calculation.) The FLSA-required hours are calculated prior to placement and provided to both the recipient's assigned vendor (who monitors the recipient's participation) and the work experience host.

Once hours are received and verified by the vendor and DHS program staff, the countable hours of participation (those required by either FLSA or TANF) are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file. All documentation is subsequently verified by DHS' during the bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file is deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS. This calculation of FLSA required hours has been programmed in TWPRS and is subject to systematic testing and standard edit checks. TANF recipients who meet their FLSA-required hours will be deemed to have met the core TANF work requirement hours and deemed hours will be reported following TANF Data Reporting System (TDRS) guidelines. Individuals must participate for the maximum allowable under FLSA before they are deemed core hours.

On-the-Job Training

On-the-job training (OJT) encompasses training in the public or private sector that is given to a paid employee while s/he is engaged in productive work. An employer, work site sponsor, or other responsible party is required to supervise the activities of TANF recipients enrolled in their program on a daily basis to ensure that they are provided with the knowledge and skills necessary to adequately fulfill the responsibilities of the training program. Unlike the subsidized employment program, DHS does not provide a payment to either the employer or TANF recipient to cover wages earned by the recipient; therefore, all TANF recipients enrolled in such programs are paid directly by the employer at a rate determined by that employer. Furthermore, OJT is distinguished from the subsidized employment program in that recipients must be referred to a SWP vendor, but any recipient can self-initiate training in an OJT program so long as the purpose, timeframe, goals, and responsibilities of all parties are clearly reflected in the recipient's Individual Responsibility Plan (IRP) housed in the recipient's case files.

DHS determines the number of countable hours of participation in this activity based the hours reflected on employer-issued documentation (pay stubs, employer reports, etc.) that verify the

number of hours worked and/or earnings. This includes hours for which the individual is paid, but does not work for reasons including paid leave and holidays.

Once actual hours of OJT are received and verified by the vendor and DHS program staff, the countable hours of participation are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file at the vendor site. All documentation is verified by DHS' during the bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file is deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS.

DHS projects hours of participation in OJT for six months or until the recipient's next scheduled recertification, whichever is sooner. The initial projection is based on the most recent and verified weeks of paid training. If DHS becomes aware of any change in hours, those hours will be used to recalculate the recipient's projected hours. The recalculation weekly hours will be based on the average of the two most recent (and consecutive, if available) weeks of reported hours. Weekly hours are passed to TWPRS where average hours are computed for TANF data reporting purposes. The computer generated average is based on total hours for the calendar month divided by the number of Fridays in the month.

Job Search and Job Readiness Assistance

The District's employment programs for recipients include job search and job readiness assistance activities as a preliminary assessment of each recipient's employability. Specifically, job readiness assistance prepares recipients in seeking and obtaining employment through the following activities:

- Identifying potential employers
- Developing interviewing skills
- Understanding employer expectations
- Developing a resume and preparing employment applications
- Exposing recipients to a broad array of career opportunities and exploring their own career interests
- Acquiring life skills strategies such as time management techniques, basic financial planning, balancing work and family life, and coping strategies
- Soft skills training, including problem solving and other cognitive skills, oral communication skills, personal qualities and work ethic, and interpersonal and teamwork skills.

Job readiness assistance also comprises substance abuse treatment, mental health treatment, and/or rehabilitative activities for those recipients who are "otherwise employable." Recipients who are "otherwise employable" include:

- Those that the vendor identifies as employable and who either self-identify, or are identified by the vendor or third party as needing substance abuse or mental health treatment, or as having a disability requiring rehabilitative services;
- Those who regularly participate in a countable activity and subsequently self-identify, or are identified by the vendor or third party as needing substance abuse or mental health treatment, or as having a disability requiring rehabilitative services; and/or
- Those who fail a urine and/or blood test administered to detect illegal substances.

In all the scenarios above, the recipient and vendor work together to obtain the necessary certifications from a qualified medical or mental health professional that such treatment is necessary. Qualified medical or mental health professionals are defined as State-licensed practical nurses, medical doctors, psychologists, psychiatrists, nurse practitioners or other medical professionals. This documentation is then forwarded to DHS for approval. Once treatment begins, the medical professional is responsible for providing daily supervision of recipients participating in the treatment program. Vendor caseworkers maintain contact with the provider while the recipient is in treatment, as appropriate.

Independent job search by a recipient is not permitted and vendors are not allowed to report those hours. All vendors must operate an on-site, structured job search component within their programs. Recipients engaged in job search as their primary work activity are required to attend structured on-site activities with their assigned vendor each week in order to fulfill their TANF requirement.

All job search and job readiness services are supervised on a daily basis, and TANF recipients are required to sign in and out on a DHS-approved timesheet when engaged in this activity. Timesheets and daily activity logs for this activity are signed by the supervising official at the vendor site and submitted to DHS on a biweekly basis. Hours reported on these documents are used to determine the number of countable hours of participation in this activity. DHS monitors subsequently audit all timesheets to verify actual and countable hours of participation for these activities prior to submission for federal reporting.

Once per individual, in the preceding 12-month-period, three (3) or four (4) days of job search/job readiness assistance during a week may be counted as a full week of participation. Hours are averaged based on what was actually worked. When this option is exercised, the vendor must narrate said usage in the client's record.

The District tracks both total and consecutive weeks of job search/job readiness assistance in TEPDS. Data from TEPDS is electronically transferred to TWPRS, which prepares monthly TANF reporting files for

submission to USDHHS. TWPRS contains a variable, “job search limit indicator,” which applies a logic model to determine the number of weeks and consecutive weeks a TANF recipient has engaged in job search/job readiness in the preceding 12 month period. The programming of this logic has been systematically tested and is subject to routine edit checks. After this indicator is populated in TWPRS, additional hours in this activity are not included in actual job search/job readiness hours reported, thus ensuring no more than six weeks or 120 hours (or 12 weeks/240 hours when the District is determined a Needy State) and four consecutive weeks of job search/job readiness are included in federal work participation rate calculations. This indicator is reset to zero at the beginning of each 12 month period.

Job search/job readiness assistance is limited to six weeks in the preceding 12-month period, no more than four weeks of which are consecutive. For the six week limit, one week of job search/ job readiness is defined as 20 hours for a work-eligible single custodial parent with a child less than six years of age for a total limit of 120 hours. One week of job search/ job readiness for all other work-eligible individuals is defined as 30 hours for a total limit of 180 hours. (If the State meets the criteria for 12 weeks of JS/JR, the limits on the total number of hours would be 240 hours or 360 hours.)

Community Service

TANF recipients participating in community service programs must meet their required hours in structured programs and activities that directly benefit the larger community and are under the auspices of a public or nonprofit organization. Community service programs are limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban redevelopment, welfare, recreation, public facilities, public safety, and childcare. The District ensures that its vendors only allow TANF recipients to participate in programs designed to improve the employability of those TANF recipients not otherwise able to obtain employment, regardless of whether the vendor or the TANF recipient initiates the assignment. DHS monitors to ensure adherence to this policy by regularly reviewing the suitability of the activity.

Any individual that is considered an “employee” under the Fair Labor Standards Act (FLSA) must be compensated at the applicable minimum wage. In addition, FLSA’s overtime pay (for over 40 hours in a work week), child labor, and record keeping requirements also apply.

TANF assistance provided to community service participants is not considered wages for Social Security, Federal income tax, or Earned Income Tax Credit purposes. The District and/or the assigned TEP vendor, in consultation with the Department of Labor, as necessary, will determine whether a TANF recipient will be considered an employee for FLSA purposes based on the nature of the TANF recipient’s assigned

work within the community service program. This determination will be made at the time of application or expression of interest in a given community service program.

Organizations providing community service opportunities are required to provide a structured work setting with daily supervision, evidenced by documentation such as daily timesheets or activity logs. Timesheets and daily activity logs are signed by the supervising official at the community service site and submitted to the vendor on a weekly basis. DHS determines each recipient's required hours of participation based on the combined TANF grant and Food Stamp allotment, divided by the applicable minimum wage. (The District has adopted a Simplified Food Stamp Program, approved by the Food and Nutrition Service (see attached), thus allowing an individual's food stamp benefit be included in his/her participation requirement calculation.) The FLSA-required hours are calculated prior to placement and provided to both the recipient's assigned vendor (who monitors the recipient's participation) and the community service host.

Once hours are received and verified by the vendor and DHS program staff, the countable hours of participation (those required by either FLSA or TANF) are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file at the vendor site. All documentation is subsequently verified by DHS' during the bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file is deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS. This calculation of FLSA required hours has been programmed in TWPRS and is subject to systematic testing and standard edit checks. TANF recipients who meet their FLSA-required hours will be deemed to have met the core TANF work requirement hours and deemed hours will be reported following TANF Data Reporting System (TDRS) guidelines. Individuals must participate for the maximum allowable under FLSA before they are deemed core hours.

Vocational Education

Vocational education training consists of organized educational programs directly related to the preparation of individuals for employment in current or emerging occupations requiring training. The training must be provided by an accredited education or training organization, such as a vocational-technical school, community college, postsecondary institution or proprietary school. The training encompassed in this activity also includes those leading to a baccalaureate or advanced degree.

When making vocational education referrals, DHS considers the following:

- The likelihood that the program will lead to employment at a high wage;

- The amount of time it will take to complete the program; and
- Federal requirements that place a one-year lifetime limit on the amount of time a state may count individual participation in vocational education toward the work participation rate.

All TANF recipients participating in vocational educational training are supervised by a responsible party (faculty, instructors, teaching aides, lab supervisors) on a daily basis. TANF recipients may participate in one of three ways:

1. Vendors may refer TANF recipients to allowable vocational education training when those services are needed for the recipients to meet their employment goals. Recipients may participate in a vocational education program so long as the purpose, timeframe, goals, and responsibilities of all parties are clearly reflected in the recipient's Individual Responsibility Plan (IRP). Vendors are responsible for monitoring the participation of TANF recipients in vocational education programs and providing case management services to these TANF recipients to assist them in succeeding in the program.
2. DHS may refer TANF recipients to its vocational education training program for TANF recipients, when those services are needed for TANF recipients to meet their employment goals. DHS' Paving Access Trails for Higher Security (PATHS) is a comprehensive job training program developed in conjunction with the University of the District of Columbia. The PATHS program emphasizes job skill development areas that are projected to experience the greatest increase in job growth in the D.C. metropolitan area (according to Bureau of Labor Statistics Occupational Outlook Handbook projections of job growth).
3. TANF recipients may self-initiate training in an accredited vocational education program with prior approval from their assigned vendor and/or DHS, so long as the purpose, timeframe, goals, and responsibilities of all parties are clearly reflected in the recipient's IRP.

DHS has developed a standard timesheet and activity log that is completed by training providers and program participants. Only actual hours of participation are recorded on the timesheets and activity logs for each day of participation. Actual hours spent in class as well as time spent performing other program requirements, such as lab and clinic, are considered to be a part of the primary activity and are therefore countable. DHS also allows and will count up to one hour of unsupervised homework time for each hour of class time spent in this activity. Total homework time counted for participation cannot exceed the hours required for advised by a particular educational institution. When a TANF recipient successfully completes a vocational education program, or if a TANF recipient fails to make satisfactory progress in a program, the TANF recipient is typically required to look for unsubsidized employment with their assigned vendor.

Basic and remedial education, literacy, and English as a Second Language (ESL) activities may only count toward the primary activity if these activities are necessary or required as part of the vocational education training. To ensure that any basic and remedial education and ESL training is a necessary component of the training, DHS and/or the vendor will review all relevant program materials, such as a curriculum or training plan. In cases where basic and remedial education and ESL training are not explicitly included in the vocational education program or curriculum, these hours will be recorded and reported as education directly related to employment activity or satisfactory attendance at a secondary school.

Timesheets and daily activity logs for this activity are signed by the supervising official at the activity site and submitted to DHS on a biweekly basis. Hours reported on these documents are used to determine the number of countable hours of participation in this activity. DHS monitors subsequently audit all timesheets to verify actual and countable hours of participation for these activities prior to submission for federal reporting.

Once actual hours of vocational education are received and verified by the vendor or DHS program staff, the countable hours of participation are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file. All documentation is verified by DHS monitors during the bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file is deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS.

DHS tracks lifetime months in vocational education in TEPDS. Data from TEPDS is electronically transferred to TWPRS, which prepares data for submission to DHHS. TWPRS contains a variable, "number of voc ed months used," which applies a logic model to determine the number of months a TANF recipient has reported in vocational education since March 1997, the date of the implementation of TANF in the District. The programming of this logic has been systematically tested and is subject to routine edit checks. After this indicator is populated in TWPRS, additional hours in months that exceed this limit are not included in federal reporting of vocational education, thus ensuring that no more than 12 months of vocational education are included in federal work participation rate calculations for any individual. Additionally, TWPRS contains functionality to monitor participation in this activity to ensure no more than 30 percent of the caseload is reported to DHHS as participating collectively in vocational education training and educational activities of teens.

Job Skills Training Directly Related to Employment

Job skills training directly related to employment encompasses training or education for job skills required by an employer that provide TANF recipients with the ability to obtain employment or to advance or adapt to the changing demands of the workplace.

This activity includes coursework explicitly required for entry into a program and employment opportunity, as well as post secondary education at an accredited university or college that leads to a bachelor's or advanced degree that is directly related to employment. TANF recipients participating in job skills training are supervised by an employer, work site sponsor, or other responsible party on a daily basis to ensure that they are provided with the knowledge and skills necessary to adequately fulfill the responsibilities of a job. Actual hours spent in class as well as time spent performing other program requirements, such as lab and clinic, are considered to be a part of the primary activity and are therefore countable. DHS also allows and will count up to one hour of unsupervised homework time for each hour of class time spent in this activity. Total homework time counted for participation cannot exceed the hours required for advised by a particular educational institution. Completed timesheets and activity logs reflecting actual hours of participation are submitted to either a vendor or DHS, depending on where the customer is assigned.

Timesheets and daily activity logs for this activity are signed by the supervising official at the activity site and submitted to DHS on a biweekly basis. Hours reported on these documents are used to determine the number of countable hours of participation in this activity. Once actual hours of training are received and verified by the vendor and DHS program staff, the countable hours of participation are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file. All documentation is verified by DHS monitors during the bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file is deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS.

Education Directly Related to Employment

TANF recipients who have not received a high school diploma or a certificate of high school equivalency and need specific employment training may participate in an education directly related to employment activity. This includes adult basic education, literacy, GED and ESL activities. TANF recipients participating in this activity are supervised by their assigned education providers on a daily basis to ensure that they achieve satisfactory progress. Good or satisfactory progress is defined as a passing grade, or its equivalent, according to the standards of the educational institution. Academic progress is

documented and included in the participant's case records submitted to either DHS or a vendor for verification purposes. DHS allows and will count up to one hour of unsupervised homework time for each hour of class time spent in this activity. Total homework time counted for participation cannot exceed the hours required for advised by a particular educational institution.

The TANF recipient is required to submit signed and certified copies of these documents to their assigned vendor on weekly basis. Timesheets and daily activity logs for this activity are then submitted to DHS on a biweekly basis. DHS determines the number of countable hours of participation for this activity based on the number of hours reported on agency approved timesheets or activity logs reflecting TANF recipient's actual hours in approved activities. Once actual hours of education are received and verified by the vendor or DHS program staff, the countable hours of participation are recorded in TEPDS and the pertinent documentation is retained in the TANF recipient's case file. All documentation is verified by DHS monitors during the bi-weekly auditing process. Any hours recorded in TEPDS without proper and adequate documentation in the case file is deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS.

Satisfactory Attendance at Secondary School or in General Equivalence Program

Participation in this activity requires satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate means regular attendance. TANF recipients participating in this activity are supervised by a responsible party on a daily basis to ensure that they achieve satisfactory progress, defined as a passing grade, or its equivalent, according to the standards of the educational institution. It is documented and included in the participant's case records submitted to either DHS or a vendor.

The District determines the number of countable hours of participation for this activity based on the number of hours reported on timesheets or activity logs reflecting TANF recipient's actual hours in approved activities. DHS allows and will count up to one hour of unsupervised homework time for each hour of class time spent in this activity. Total homework time counted for participation cannot exceed the hours required for advised by a particular educational institution. DHS has developed a standard timesheet and activity log that is completed by education providers and program participants. The TANF recipient's assigned vendor or DHS program supervisor is required to submit signed and certified copies of these documents for each TANF recipient participating in this activity to DHS on no less than a monthly basis. Once actual hours of education are received and verified by the vendor or DHS program staff, the countable hours of participation are recorded in and the pertinent documentation is retained

in the TANF recipient's case file. All documentation is subsequently verified by DHS monitors during the bi-weekly auditing process. Any hours recorded in without proper and adequate documentation in the case file is deleted from TEPDS. Proper documentation must be submitted and approved before any countable hours are passed to TWPRS. This process is facilitated by an existing partnership between DHS and DC Public Schools.

Additionally, TWPRS contains functionality to monitor participation in this activity to ensure no more than 30 percent of the caseload is reported to USDHHS as participating collectively in vocational education training and educational activities of teens.

Providing Child Care Services to an Individual who is Participating in a Community Service Program

DHS does not report hours of participation for recipients who provide child care services to another TANF recipient engaged in a community service program.

II. Hours Engaged in Work

This section includes two topics: Excused absences and FLSA deeming.

Excused Absences

IMA allows vendors to grant good cause exemptions for clients meeting certain conditions. Good cause generally can be thought of as a short-term reason an employer might excuse an employee from work. These include:

- A properly verified illness or medical condition of the TANF recipient, or a member of the TANF recipient's household, prevents the TANF recipient from meeting work requirements.
- An extraordinary and unforeseen circumstance beyond the TANF recipient's control prevents compliance with meeting work requirements.
- Accepting work or participating in a work activity may result in an act of domestic violence against the TANF recipient or other in his/her family or household.
- An individual has met an exemption criterion but has not been exempted from requirements because the exemption-related circumstance was undetected.
- A household emergency occurs, such as a death in the family.
- Appropriate and affordable child care is not available within a reasonable distance of the TANF recipient's home or work site and the TANF recipient has a need for child care. (Need for child care for TANF purposes means that the TANF recipient is caring for a child under six or for a child with special health needs verified by medical evidence that prevents regular attendance at school.)

Additionally, days on which TANF recipient participation would otherwise be required but on which service providers, employers, or educational institutions recognize holidays and are not open for service, and therefore cannot provide the required level of supervision, will constitute good cause for work participation purposes. Good cause hours are documented on timesheets submitted by vendors and tracked in TEPDS. The granting of good cause is monitored by the District to ensure adherence to policy prior to payment for participation. These hours are not included in a TANF recipient's total hours for federal reporting purposes.

The District grants a total of 80 hours of excused absence for TANF recipients engaged in unpaid activities and scheduled to participate in an activity. If the TANF recipient's actual reportable hours are less than required and excused absence days are available to that TANF recipient such that the granting

of an excused absence will result in achieving required hours of participation, an excused absence will be granted.

Each TANF recipient may receive no more than 80 hours of excused absence in a 12-month period or exceed 16 hours of excused absences in a month. Excused absences are granted at the discretion of the District and are applied and tracked in the TANF Work Participation Reporting System (TWPRS). Excused absence hours are not an entitlement and are used at the discretion of the District to achieve federal work participation rates. Excused absences and holiday policies apply only to the hours the individual was scheduled to participate and to unpaid activities.

Additionally, TANF recipients required to participate in TANF work program activities are excused from those activities on both federal and District holidays as shown below.

| |
|--|
| Columbus Day |
| Veterans Day |
| Thanksgiving Day |
| Christmas Day |
| New Year's Day |
| Dr. Martin Luther King, Jr.'s Birthday |
| President's Day |
| Memorial Day |
| Independence Day |
| Labor Day |

Fair Labor Standards Act Deeming

Any work-eligible individual who participates in work experience or community service program that is subject to Fair Labor Standards Act (FLSA) requirements cannot be required to participate in that work activity for more hours than the combined TANF grant and Food Stamp allotment, divided by the

applicable minimum wage. (The District has adopted a Simplified Food Stamp Program, approved by the Food and Nutrition Service (see attached), thus allowing an individual's food stamp benefit be included in his/her participation requirement calculation.) The FLSA-required hours will be calculated in TWPRS and this requirement will be compared to actual monthly hours reported in core activities. Hours are not divided by weeks; this requirement applies to the entire month, not any one week. The calculations required to determine required hours has been programmed in TWPRS and are subject to systematic testing and standard edit checks. Once TWPRS determines that a TANF recipient has met or exceeded his/her FLSA-required hours, the recipient will be deemed to have met TANF required hours and deemed hours will be reported following TDRS guidelines. TANF recipients who meet their FLSA-required hours will be deemed to have met the core TANF work requirement hours and deemed hours will be reported following TANF Data Reporting System (TDRS) guidelines. Individuals must participate for the maximum allowable under FLSA before they are deemed core hours.

III. Work-Eligible Individual

Data used to determine a TANF/SSP-MOE recipient's 'work-eligible' status are contained in ACEDS. As noted previously, this system was developed under DHHS guidelines for Family Assistance Management Information Systems (FAMIS) and was designed to capture family-related data for the purpose of determining programmatic eligibility. The data entered into ACEDS are subjected to a series of well-established validity checks and the level of verification is also recorded and validated. For additional information regarding accuracy of hourly participation data, see "Internal Controls" below.

Determinants for work eligibility (adults (or minor head-of-household) receiving assistance under TANF or SSP and non-recipient parents living with a child receiving assistance), including indicators excluding minor parents who are not the head of household, aliens ineligible to receive assistance due to his/her immigration status, SSI recipients on a case-by-case basis, parents caring for a disabled family member, and SSDI recipients on a case-by-case basis are electronically submitted to TWPRS. TWPRS assesses these characteristics, and the individual's status as a TANF recipient or non-recipient, to determine individual work eligibility. Based upon this computer generated assessment, TWPRS assigns the appropriate work eligibility value based upon TANF Data Reporting Guidelines.

For the purpose of exclusion from work eligibility determinations the following definitions are used relating to caring for disabled individuals in the household:

- It also includes any individual whose physical or mental health or mental capacity is compromised and requires the care of the recipient for enough hours to make that individual unavailable for effective engagement in work activities for the federally-mandated number of hours. Evidence of a disabling condition includes documentation by a medical professional as defined above, including anticipated duration of the condition.
- Family member includes any member of the assistance unit or other individual who resides in the home with the recipient who is related to the recipient by blood, marriage, adoption, serves as a guardian, or any individual whose relationship to the recipient is one that functions as if the individual was related to the recipient by blood, marriage, adoption, or guardianship arrangement.

IV. Internal Controls

The District has built a comprehensive, multi-faceted system of internal controls that ensures the accuracy and integrity of all data submitted through Administration for Children and Families' (ACF's) TANF Data Reporting System. Should TANF Data Reporting System uncover any flaws in the data or processes established, all pertinent findings will be maintained and be made available for use by ACF and other auditors in their review of the District's work participation verification system.

Initial internal controls are imposed upon TEP vendors who are required to submit a weekly report, in electronic format, to DHS. These reports provide information regarding each TANF recipient's activities during the week, including hours of participation by activity. One hundred percent of cases included in the vendors' weekly reports are reviewed by a DHS monitor to ensure accuracy in reporting and adherence to federal and District law. This review includes ensuring that sufficient documentation (including time sheets, activity logs, school records) exists to substantiate reported time and attendance data and warrant a payment, as well as assignment to the appropriate activity based upon nature of service provide/work performed and activity definitions in the District's Work Verification Plan. This monitoring and auditing process ensures that DHS only reports to ACF actual and allowable hours of participation across activities. This system also ensures that DHS only pays its vendors for actual and allowable hours of participation as outlined in contractual documents.

Furthermore, internal controls are routinely applied when eligibility staff learn of unsubsidized employment as a part of normal case processing. Such information is used to take appropriate case action, including changes in grant amounts and case closings, as necessary. Eligibility staff obtain necessary verification (including pay stubs, wage statements or other verification from employers) and issue written notice prior to any action. Documentation is maintained in the eligibility case record and hours and earnings are entered in ACEDS. All case actions are subject to supervisory review and changes to benefits cannot be implemented without supervisory approval.

Employment information is also obtained through a match with the National Directory of New Hires (NDNH). Information on employment obtained through NDNH matches must be independently verified. Once verification is obtained, data on hours of employment is entered into ACEDS so that hourly information may be utilized in WPR calculations while additional case actions are pending. Like verification of employment information obtained by eligibility staff, NDNH match verification documentation is maintained in the customer's eligibility case record and hours of employment are recorded in ACEDS.

In each situation described above, where DHS obtains information about participation in work activities or employment, data are entered into ACEDS and passed to the TWPRS without any data entry or other manipulation. Thus, the integrity of this verified information is maintained.

The TWPRS is built based upon a series of detailed specifications. The programming of these specifications was subject to systematic and comprehensive systems acceptance testing to ensure the accuracy of the processing of records and of data reports. Systematic testing incorporates the development of test decks containing each theoretical combination of data to be processed. Test results are calculated separately using standard data base queries and those results are compared to reporting system calculations. Findings from this testing process were maintained and are available for review. Based upon these finding, reprogramming was conducted, followed by additional testing until no findings were produced.

In addition to rigorous system testing, standard edit reports, including checks for missing values and for any referential integrity issues, create fatal errors and warning edits to identify any computational or compilation errors which might fall outside of test scenarios. These edit checks mirror those used by ACF in an effort to provide the most accurate data possible. Elements identified in edit reports are reviewed and corrections made, as necessary, by staff of IMA's Office of Quality Assurance and Analysis prior to submission of data to DHHS. Edits or inconsistencies identified by DHHS are reviewed against logic models and edit specifications to determine the source of the error/inconsistency. Based upon this analysis, requests for system reprogramming and testing are initiated. Incorrect or inconsistent data reports are researched so that staff can be informed of their errors, data corrections can be made, and corrected data can be resubmitted to DHHS. Reoccurring problems are brought to the attention of the Deputy Administrator for Program Operations and the Deputy Administrator for Program Development and Training so that corrective action strategies, including retraining, can be implemented.

Systematic, standard testing methodologies are employed in all aspects of development and implementation of changes and enhancements to the District's automated systems, including ACEDS and TEPDS. Change requests are created at the highest level of detail feasible and are subjected to unit as well as user acceptance testing before deployment to production environments. No sampling techniques are employed in the validation of the universe of participation data in TEPDS.

Additional monthly assurance reviews of data transmitted through the TANF Data Reporting System (TDRS) are conducted by the Office of Quality Assurance and Analysis. A random sample of 50 transmitted cases will be selected monthly and reviewed to ensure accuracy of the transmitted data. The accuracy of transmitted data will be determined based upon a comparison to participation and

employment data contained in TWPRS and as documented by timesheets, employment verification documentation (pay stubs, wage statements, etc.), or other documentation of hours of participation as defined in this plan. The review will ensure appropriate reporting of hours and average hours, as well as appropriate coding of work activities as defined in this plan. Inconsistencies between transmitted data and applicable documentation will be reported to the Chief of the Office of Performance Monitoring and/or the Deputy for Program Operations and recommendations for appropriate corrective action will be submitted to the Administrator by the Chief of the Office of Quality Assurance and Analysis. Based upon the review, data corrections will be documented and made in TWPRS and corrected data will be transmitted to DHHS.

V. Verification of Other Data Used in Calculating the Work Participation Rates

The District validates all data submitted in its TANF Data Report and SSP-MOE Data Report to ensure complete and accurate data reporting of all elements. The following is a complete list of data elements included in the District's TANF Data Report and SSP-MOE Data Report as well as the procedures employed to eliminate data inconsistencies between two or more data elements.

- Reporting Month – This data element is what drives the selection of cases from ACEDS for each of the strata. It is passed without change to TWPRS.
- Stratum – This data element is calculated based on the frame assigned in the creation of the reporting universe. Once the stratum is assigned, it is passed without change to TWPRS.
- Case Number – This is the unique identifier assigned by the eligibility system and extracted as the reporting universe is selected. It is passed without change to TWPRS.
- Disposition – This data element is determined based on a benefit amount in ACEDS recorded as greater than zero for the reporting month.
- Type of Family for Work Participation – This data element is determined based on the number of adults associated with the case as verified by the eligibility worker and documented in ACEDS.
- Amount of Food Stamp Assistance – This data element is calculated by comparing the Food Stamp household size with the TANF household size and prorating the Food Stamp benefit amount by the same ratio. This computation is completed in ACEDS and was subjected to rigorous testing prior to implementation.
- Receives Subsidized Child Care Assistance – This data element is determined based on whether a child care payment was issued for any member of the assistance unit.
- Amounts of TANF (and SSP-MOE) Assistance – This data is extracted from the eligibility system's Benefits database and submitted to TWPRS without change.
- Family Affiliation code – This data element is determined based on the stratum in which the case falls combined with the Participation status of adult household members in the TANF case and the relationship of minor children to those adults.
- Non-custodial Parent Indicator – The District does not provide TANF assistance to non-custodial parents.
- Date of Birth (Adult) – This data element is extracted from the eligibility system's Client database. It is passed to TWPRS without change.
- Relationship to Head-of-Household – The value of this data element is calculated based on the relationship code in ACEDS. Once the code is assigned, it is passed to TWPRS without change.
- Parent with Minor Child – This data element is calculated based on the value assigned to 'Type of Family for Work Participation' and the presence of a minor child participating in the assistance unit and a relationship (to payee) of 'CHILD'.
- Work-Eligible Individual Indicator – See above.
- Date of Birth (Child) – This data element is extracted from the eligibility system's Client database. It is passed to TWPRS without change.

Work Participation Status

TWPRS contains a counter to track the number of months that a family is classified as a single custodial parent with a child less than one year of age. For months where this counter is less than or equal to 12, a TANF recipient with hours of participation less than the TANF requirement may be excluded. The logic supporting the programming of this counter has been subjected to systematic testing and it is subject to routine edit checks.

TWPRS also contains a counter to track the number of months that a family is classified as a sanctioned for failing to participate in required work activities in the current month and 11 prior months. For months where this counter is less than or equal to three, a TANF recipient with hours of participation less than the TANF requirement may be excluded. The logic supporting the programming of this counter has been subjected to systematic testing and it is subject to routine edit checks.

Hourly participation requirements are determined based on the age of the youngest child as determined by the "Date of Birth (child)" data element noted above. TWPRS identifies families with a child under age six based upon reporting month and Date of Birth and separate logic models are built for families with a child under age six and for families with the youngest child age six or older. Additionally, separate logic models are developed for two-parent families as identified by the "Type of Family for Work Participation" element described above.

VI. Certification

This is to certify that the State Work verification Plan, dated September 29, 2008, included all the information required by the regulations at 45 CFR 261.62(b) and that accurately reflects the provisions under which the state will be operating as of October 1, 2008.

Sharon Cooper-DeLoatch

Administrator

D.C. Income Maintenance Administration

Date