



701-4 WoRC Participation, Documentation & Reconciliation

Supersedes:	TANF 701-4 (01/01/08); TB-48 (9/18/08)
References:	45 CFR 261.20-.25; ARM 37.78.102; and .508; Deficit Reduction Act of 2005
Overview:	<p>GENERAL RULE -- States must report the actual number of participation hours for each work activity in which an adult (or minor child head of household) participated. The state must report actual participation hours for each benefit month rather than the hours negotiated to ensure "accurate and complete" information is reported in the TANF file.</p> <p>NOTE: A state's participation rate is calculated on the participation status of each individual required to participate and is NOT averaged out over the entire caseload.</p> <p>Reconciliation Processes: CHIMES will support the following reconciliation processes and will identify which reconciliation method is used for each employability plan.</p> <ul style="list-style-type: none">a. Manual Reconciliation: The manual reconciliation process will enable the WoRC Case Manager to manually reconcile an employability plan when the participant has participated in activities not previously negotiated, or when the participant's actual hours completed for a component are not equal to the negotiated hours.b. Auto-Reconciliation: The auto-reconciliation process will allow the WoRC Case Manager to indicate the participant has completed their employability plan requirements exactly as negotiated.c. System Reconciliation: System reconciliation is the monthly process that will automatically reconcile hours associated with the NEW and HNC component codes. <p>The system reconciliation process to reconcile the NEW and HNC components will run at the end of the benefit month and display on the beginning of the reconciliation month.</p>
RECONCILIATION OF ACTIVITIES	<p>The reconciliation process is focused on specific activities/hours and is necessary to meet federal reporting requirements. During the reconciliation process, the WoRC Case Manager should use the appropriate component codes to indicate the actual activities the participant was engaged in during the month, even if they differ from what was negotiated.</p> <p>The WoRC Case Manager can use the codes during reconciliation, if they have been approved by the WoRC Monitor or Central Office.</p>
PROSPECTED EMPLOYMENT	If a TANF case is closing (verified by notice of closure from the OPA) and the participant has failed to provide pay stubs or other documentation verifying

VERIFICATION	<p>employment hours for participation purposes, the WoRC program may reconcile hours of employment as follows:</p> <p>The OPA must have a signed statement or employment verification form from the employer indicating the following:</p> <ol style="list-style-type: none"> 1. The start date of employment; 2. The anticipated hours of employment; and 3. The hourly wage. <p>WoRC must obtain a copy of the signed statement or employment verification form for the WoRC case file.</p> <p>If the above criteria are met, the prospected hours of employment may be used as reconciled hours of employment using the following guidelines:</p> <ol style="list-style-type: none"> 1. The hours may only be reconciled from the start date of employment; and 2. The reconciled hours may not exceed the “anticipated” hours as stated on the employer statement or form.
INCARCERATED INDIVIDUALS	<p>Individuals who are incarcerated for less than one week (typically 2-3 days) must be offered the opportunity to “make up” the hours of participation that they were unable to complete due to the incarceration.</p> <p>If the individual is able to complete the hours and provide verification of the hours and activities, the screen will reflect the activities and no sanction will be recommended. If the individual does not complete the hours and provide verification, a sanction should be recommended.</p> <p>Individuals who are incarcerated for more than one week will not be able to “make up” the hours of participation they are unable to complete due to the incarceration. Therefore, a sanction for non-compliance with allowable work activities should be recommended.</p> <p>NOTE: Even though some jails offer internet access, etc., which may allow the individual to complete job search, etc., activities performed while incarcerated are not allowable work activities. (TANF 701-3)</p> <p>If the individual who is incarcerated will not be returning to the household before the next month’s benefits are issued, they are not considered temporarily absent and will be removed from the household for the next month. (TANF 302-1)</p>
EXCUSED ABSENCES	<p>All TANF participants involved in unpaid allowable work activities are allowed up to 16 hours of excused absence hours in a month and no more than 80 hours in a preceding 12-month time period.</p>

	<p>Use of these excused absence days is limited as follows:</p> <ol style="list-style-type: none"> 1. The participant must have good cause, as defined in TANF 1509-1, for not participating; 2. The participant may not use more than 16 hours of excused absences in one month; 3. The participant may not exceed 80 hours of excused absences in a preceding 12-month time period; and 4. The use of the excused absence hours is limited to unpaid allowable work activities. 										
<p>EXCUSED ABSENCE RECONCILIATION</p>	<p>If a participant meets the above criteria for excused absence hours, the excused absence hours should be reconciled.</p> <p>A case note must be entered regarding the use of the excused absence. (Please refer to the WoRC Guidelines for specific examples.)</p>										
<p>GOOD CAUSE/ NO EXCUSED ABSENCE</p>	<p>If a participant has good cause for not participating, but does not have any excused absence hours available, the activity/component would be reconciled only with actual, verified participation hours on. A sanction would not be recommended however, as good cause exists.</p>										
<p>HOLIDAYS</p>	<p>All TANF participants involved in unpaid allowable work activities are allowed no more than 10 holidays in any Federal Fiscal year (October 1 –September 30). The State has designated the following holidays as allowable holidays, no other holidays are allowed:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 40px;">Columbus Day</td> <td>Martin Luther King, Jr. Day</td> </tr> <tr> <td>Veteran’s Day</td> <td>President’s Day</td> </tr> <tr> <td>Thanksgiving</td> <td>Memorial Day</td> </tr> <tr> <td>Christmas</td> <td>4th of July</td> </tr> <tr> <td>New Year’s Day</td> <td>Labor Day</td> </tr> </table> <p>NOTE: Because of the limitation on the holidays to 10 within any Federal Fiscal year, the “count” of holidays does not start over if there is a break in TANF assistance.</p> <p>Use of the 10 holidays is limited as follows:</p> <ol style="list-style-type: none"> 1. The use of the holiday day is limited to unpaid allowable work activities; <p style="margin-left: 40px;">NOTE: If the participant is involved in employment, the place of employment is closed for the holiday, but the participant is not paid for the holiday, there is no leave day allowed for the holiday. The participant must make up the lost hours in another activity or throughout the month.</p> <ol style="list-style-type: none"> 2. The participant must have been scheduled to participate in the unpaid 	Columbus Day	Martin Luther King, Jr. Day	Veteran’s Day	President’s Day	Thanksgiving	Memorial Day	Christmas	4th of July	New Year’s Day	Labor Day
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	<p>allowable work activity; and</p> <p>3. The holiday must be included in the list of allowable holidays above.</p> <p>The WoRC Case Manager must manually track the use of holidays in the case file.</p>
HOLIDAY RECONCILIATION	<p>If a participant meets the above criteria for holiday, eight (8) hours should be reconciled under the holiday field.</p> <p>NOTE: If the activity/component is a secondary activity, it is limited to five (5) hours in a 2-parent household.</p> <p>A case note must be entered regarding the use of the holiday. (Please refer to the WoRC Guidelines for specific examples)</p>
DOCUMENTATION/ VERIFICATION OF ACTIVITIES	<p>Documentation/verification of all activities completed by the participant and reported in the TANF File must be maintained in the WoRC case files. The types of documentation and verification may vary, depending on the activity the participant is engaged in. For more information, please refer to the WoRC Guidelines.</p>
Date Revised	January 1, 2009