

Department of Public
Health and Human Services

SECTION:

PERFORMANCE STANDARDS

WoRC GUIDELINES MANUAL

SUBJECT:

WoRC Performance Standards

GENERAL RULE--Performance standards directly reflect federal measures regarding participation rates.

Information relating to enrollment, employment, and participation is collected by WoRC to prove their role in the overall success of the TANF program in the county in helping families achieve self-support. Monthly report information is also used to analyze the effectiveness of each program and share with the legislature when requested.

Work Participation

All participants must be participating in appropriate, negotiated work activities (as outlined in section 3 of this manual) to fulfill primary and or secondary hours of participation. The overall work participation rate is 50% for ALL families and 90% for 2-parent families.

► MONTHLY REPORTING:

The contractor must complete the Monthly Report and send it electronically to their monitor no later than the 30th of the following month to allow continuous, timely monitoring of the caseload and participation characteristics.

Participants coded NPI, EBI, have accommodations or have been sanctioned will not have full hours for reconciling and count against you. These individuals should not be included in #20 (Number of participants reconciled under each primary component) of the monthly report.

► The contractor must provide a written justification presenting local conditions or events that they believe explain their failure to meet performance standards. Contractors must be accountable for the status of performance standards and realize the local factors affecting them. Examples of acceptable justifications may include high unemployment statistics, a high rate of moves away from the county prior to participant resolution, a large lay-off by a local employer, etc. **Written justification must be noted on each monthly report where the program has not met the Federal requirement for participation. This must be done for both single and two parent families.**

Please email your enrollment report each month with your monthly report.