

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 163

Program: **Choices**

Topic: **Choices Work Codes Desk Aid**

Date: **November 28, 2007**

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with a desk aid containing information on Choices work codes.

New Choices work codes incorporating Temporary Assistance for Needy Families (TANF) reauthorization changes were introduced in October 2007. Participants at the October 15–17, 2007, Quality Assurance Network meeting in Beaumont, Texas, requested a complete list of Choices work codes, including new work codes X, V, Y, and Z.

The Choices Work Codes Desk Aid, included as Attachment 1, provides Boards with:

- all Choices work codes;
- each work code's associated The Workforce Information System of Texas (TWIST) code;
- each work code's associated participation status; and
- information on how each work code counts toward Choices performance.

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.state.tx.us.

Choices Work Codes Desk Aid

Work Code (Corresponding TWIST Work Code)	Description	Mandatory or Exempt?	In the Denominator?		Average Weekly Hours to Be Included in the Numerator (Applies to ALL Work Codes)	
			All Families	Two-Parent Families	All Families	Two-Parent Families
			<i>Includes families receiving TANF cash assistance in the month, for the month, with a work-eligible individual.</i>	<i>Includes families receiving TANF cash assistance in the month, for the month, with two work-eligible individuals.</i>	<i>Includes families receiving TANF cash assistance in the month, for the month, with a work-eligible individual.</i>	<i>Includes families receiving TANF cash assistance in the month, for the month, with two work-eligible individuals.</i>
A (2)	A child age 18 or younger.	Exempt, if adult or teen head of household (SIG 7 or 8; this should not happen, but sometimes does due to coding errors at HHSC ¹). If a child (SIG 5), not eligible for Choices. ²	Yes, if adult or teen head of household.	Yes, if adult or teen head of household.	<ol style="list-style-type: none"> 1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities. 2. If a single-parent family with no other caretakers, and a child under six, must have at least 20 hours of participation in core activities. 	<ol style="list-style-type: none"> 1. Two-parent families not receiving subsidized child care must have a combined total of 35 hours of participation with 30 hours in core activities. 2. Two-parent families receiving subsidized child care must have a combined total of 55 hours of participation with 50 hours in core activities.
B (3)	A caretaker or second parent, age 18 or younger, attending elementary, secondary, vocational, or technical school full time.	Mandatory (FEP ³ should be flexible and consider the school attendance of the participant).	Yes	Yes	<ol style="list-style-type: none"> 3. If a teen attending school (middle school, high school, GED classes) satisfactorily, no hourly requirement, but the teen must be meeting all requirements of the school. 	<p><i>Note: Hours of teens in two-parent families attending school satisfactorily count as 20 hours or actual hours, whichever is greater. These hours are non-core.</i></p>
C (4)	Needed at home to care for an ill or disabled child in the household who attends school full time.	Exempt	Yes	Yes	<ol style="list-style-type: none"> 4. If a teen not attending school, but participating in other educational activities for 20 hours. 	

1. HHSC - Texas Health and Human Services Commission

2. SIG - Status in Group

3. FEP - Family Employment Plan

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E (6)	Unable to work due to a mental or physical disability expected to last more than 180 days.	Exempt	Yes	No, unless the family is meeting participation requirements.	1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities.	1. Two-parent families not receiving subsidized child care must have a combined total of 35 hours of participation with 30 hours in core activities.
F (7)	An individual age 60 or older.	Exempt	Yes	Yes	2. If a single-parent family with no other caretakers, and a child under six, must have at least 20 hours of participation in core activities.	2. Two-parent families receiving subsidized child care must have a combined total of 55 hours of participation with 50 hours in core activities.
G (8)	A single parent or single caretaker relative caring for a child under age one at initial application.	Exempt	No, unless the family is meeting participation requirements.	Yes, if on a two-parent case (this should not happen, but sometimes does due to coding errors at HHSC).	3. If a teen attending school (middle school, high school, GED classes) satisfactorily, no hourly requirement, but the teen must be meeting all requirements of the school. If a teen not attending school, but participating in other educational activities for 20 hours.	<i>Note:</i> Hours of teens in two-parent families attending school satisfactorily count as 20 hours or actual hours, whichever is greater. These hours are non-core.
H (9)	Needed at home to care for a disabled adult in the household, even if that person is not a member of the certified group, and the disability is expected to last more than 180 days.	Exempt	No, unless the family is meeting participation requirements.	No, unless the family is meeting participation requirements.	4.	
J (11)	Ineligible for TANF ⁴ and for Choices.	Exempt	Yes, if the adult coded J received TANF benefits (this should not happen, but sometimes does due to coding errors at HHSC).	Yes, if the adult coded J received TANF benefits (this should not happen, but sometimes does due to coding errors at HHSC).		

4. TANF - Temporary Assistance for Needy Families

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K (12)	Appealing a Choices sanction.	Mandatory	Yes	Yes	<ol style="list-style-type: none"> 1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities. 2. If a single-parent family with no other caretakers, and a child under six, must have at least 20 hours of participation in core activities. 3. If a teen attending school (middle school, high school, GED classes) satisfactorily, no hourly requirement, but the teen must be meeting all requirements of the school. If a teen not attending school, but participating in other educational activities for 20 hours. 4. 	<ol style="list-style-type: none"> 1. Two-parent families not receiving subsidized child care must have a combined total of 35 hours of participation with 30 hours in core activities. 2. Two-parent families receiving subsidized child care must have a combined total of 55 hours of participation with 50 hours in core activities. <p><i>Note:</i> Hours of teens in two-parent families attending school satisfactorily count as 20 hours or actual hours, whichever is greater. These hours are non-core.</p>
L (13)	Receiving TANF after expiration of state time limits due to local economic factor.	Mandatory	Yes	Yes		
M (1)	Does not qualify for any of the exemptions and does not meet the work code P criteria.	Mandatory	Yes	Yes		
N (14)	Receiving TANF after expiration of state time limits due to employment not available in the local area.	Exempt	Yes	Yes		
P (15)	Employed or self-employed at least 30 hours per week, and receiving earnings of at least \$700 per month.	Mandatory	Yes	Yes		
Q (16)	Receiving TANF after expiration of state time limits due to severe personal hardship.	Exempt	Yes	Yes		
R (17)	A single parent or single caretaker relative caring for a child under age one at initial application.	Exempt	No, unless the family is meeting participation requirements.	Yes, if on a two-parent case (this should not happen, but sometimes does due to coding errors at HHSC).		

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T (19)	Pregnant and unable to work.	Exempt	Yes	Yes	<ol style="list-style-type: none"> 1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities. 2. If a single-parent family with no other caretakers, and a child under 6, must have at least 20 hours of participation in core activities. 3. If a teen attending school (middle school, high school, GED classes) satisfactorily, no hourly requirement, but the teen must be meeting all requirements of the school. 4. If a teen not attending school, but participating in other educational activities for 20 hours. 	<ol style="list-style-type: none"> 1. Two-parent families not receiving subsidized child care must have a combined total of 35 hours of participation with 30 hours in core activities. 2. Two-parent families receiving subsidized child care must have a combined total of 55 hours of participation with 50 hours in core activities. <p><i>Note:</i> Hours of teens in two-parent families attending school satisfactorily count as 20 hours or actual hours, whichever is greater. These hours are non-core.</p>
U (22)	A single grandparent, age 50 or over, caring for a child under age three.	Exempt	Yes	Yes		
V (24)	Legal parent receiving SSI ⁵ with children receiving TANF.	Exempt	No, unless the family is meeting participation requirements.	No, unless the family is meeting participation requirements.		
W (20)	Sanctioned for nonparticipation with Choices.	Mandatory	No, unless the family actually received a TANF benefit in the month for the month (this should not happen, but sometimes does due to coding errors at HHSC).	No, unless the family actually received a TANF benefit in the month for the month (this should not happen, but sometimes does due to coding errors at HHSC).		
X (23)	Legal parent who has exhausted state time limits with children receiving TANF.	Exempt	Yes	Yes		
Y (25)	Other disqualified parent with children receiving TANF.	Exempt	Yes	Yes		
Z (21)	Needed at home to care for an ill or disabled child in the household who is not in school full time.	Exempt	No, unless the family is meeting participation requirements.	No, unless the family is meeting participation requirements.		

5. SSI - Supplemental Security Income