

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 168

Program: **Choices**

Subject: **Board Contract Year 2008 Participation Rate Calculations**

Date: **December 27, 2007**

This Technical Assistance (TA) Bulletin:

- provides Local Workforce Development Boards (Boards) with information on changes to the Choices participation rate calculations for Board Contract Year 2008 (BCY'08); and
- rescinds and replaces TA Bulletin 161.

The United States Department of Health and Human Services issued Temporary Assistance for Needy Families (TANF) interim final regulations (interim regulations) on June 29, 2006. The interim regulations require a number of changes to the calculation of Choices participation rates.

For the definitions of *work-eligible individuals* and *nonrecipient parents*, refer to WD Letter 58-07, issued September 27, 2007, and entitled "Choices: Serving Nonrecipient Parents."

For information on Board performance targets for BCY'08, see Attachment 2 to WD Letter 52-07, issued August 22, 2007, and entitled "Fiscal Year 2008/Program Year 2007 Allocations, Amended WIA Dislocated Worker Allocations, and Performance Targets."

The following changes to Choices participation rate calculations went into effect on October 1, 2007:

- Nonrecipient parents are included in Boards' Choices participation rate calculations.
- Choices eligibles caring for disabled children who are not attending school full time are identified in The Workforce Information System of Texas (TWIST) with new work code *Z – Cares for disabled kids who do not attend school*.
- Choices eligibles with one of the following work codes are disregarded from Boards' Choices participation rate calculations if the Choices eligibles do not meet Choices work requirements:
 - *H – Presence Required in Home To Care for an Ill or Disabled Adult*
 - *V – Legal Parent receiving SSI with child(ren) receiving TANF*
 - *Z – Cares for disabled kids who do not attend school*

- Choices eligibles with work code *H*, *V*, or *Z* who have been disregarded from Choices participation rate calculations are coded in the TANF Federal Management Report extract, and appear in the TWIST *TANF History* screen, under *Work Participation Status (WPS) 99*.
- All hours of participation in the following TWIST activity codes are reported as *Satisfactory School Attendance* and included in the TANF Federal Management Report extract under the column heading *avg_school*:
 - *53 (High School)*
 - *54 (GED)*
 - *92 (Middle School)*
- Hours of participation in the following TWIST activity codes no longer count as core activities for teen heads of household (under age 20) who have not attained either their high school diploma or General Educational Development (GED) credential:
 - *53 (High School)*
 - *54 (GED)*
 - *92 (Middle School)*
 - *88 (Non-Work Based Literacy)*

If teens attend school satisfactorily, there is no set hourly requirement and no core hour requirement. Teens who participate in other educational activities for an average of 20 hours per week also have no core hour requirement. Teens who do not attend school satisfactorily, or who participate in other educational activities for less than an average of 20 hours per week, must participate a total of 30 hours per week, with 20 hours in core activities (educational activities, including school attendance, do not count as core activities) to meet participation requirements. If the teens have a child under age six, their work requirement is reduced to an average of 20 hours per week in core activities (educational activities, including school attendance, do not count as core activities).

Example: A teen head of household in a single-parent family participates in nonwork-based literacy instruction (TWIST Activity Code 88) for 10 hours per week. The teen must participate for 20 hours in core activities to be included in the All Families Participation Rate numerator.

Inclusion in the Two-Parent Families Participation Rate numerator requires that both parents in a two-parent teen family, in which at least one parent is not coded *WPS 15* or *WPS 16*, must have the following average weekly participation:

- 35 hours, with 30 hours in core activities; or
- 55 hours, with 50 hours in core activities, if receiving subsidized child care.

Example: One parent in a two-parent family is age 20 or older, and the second parent is a teen head of household attending school satisfactorily for 15 hours per week. Inclusion in the Two-Parent Families Participation Rate numerator requires that the family participate for 30 hours in core activities, or 50 hours in core activities if the

family is receiving subsidized child care. (*Note:* The 15 hours for a teen head of household attending school satisfactorily do *not* count as core hours.)

The following provisions regarding participation by teen heads of household have not changed:

- Teen heads of household who have not attained either their high school diploma or GED credential will still be included in the All Families Participation Rate numerator if they attend school satisfactorily (*WPS 15*) or participate in other educational activities for an average of 20 hours per week (*WPS 16*).

Example:

- Teens who have not attained either their high school diploma or GED credential attend high school for 15 hours per week, their attendance meets all the attendance requirements of the school, and they are making acceptable progress. These teens meet participation requirements and are included in the All Families Participation Rate numerator.
 - Teens who have not attained either their high school diploma or GED credential attend vocational education (*TWIST Activity Code 1*) for 20 hours per week. These teens meet participation requirements and are included in the All Families Participation Rate numerator.
- Teen heads of household who have a child under age six and participate in core activities for an average of 20 hours per week will be included in the All Families Participation Rate numerator.

Example: A teen with a child under age six participates in work experience for 20 hours per week. This teen meets participation requirements and is included in the All Families Participation Rate numerator.

- Two-parent households with two teen heads of household who have not attained their high school diploma or GED credential, both attending school satisfactorily, or participating in other educational activities for 20 hours per week will be included in the Two-Parent Families Participation Rate numerator.

Example: A two-parent household has two teen heads of household who have not attained their high school diploma or GED credential. One teen parent attends high school satisfactorily, and the other participates in vocational education for 20 hours per week. The family meets participation requirements and is included in the Two-Parent Families Participation Rate numerator.

Attachment 1 to the TA Bulletin provides detailed information on the requirements that must be met for teen parent activities to count positively in Choices participation rate performance.

Effective January 1, 2008, the following changes will be made to Choices participation rate calculations:

- Choices participation will be calculated on the basis of a calendar month. Under the calendar month, average weekly participation is calculated using participation during the entire month—from the first to the last day of the month (28, 30, or 31).

Example: Under the calendar month model, all participation in work activities from June 1 to June 30 counts toward June performance.

June 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

How to Calculate Average Weekly Hours of Participation

- Total all hours of participation for the month
- Divide the total hours of participation by the number of days in the month to calculate the average daily hours of participation
- Multiply the average daily hours by the number of days in a week (7) to calculate average weekly hours of participation

Example: A Choices participant participates a total of 134 hours between June 1 and June 30. There are 30 days in June. To calculate the average daily hours, the total hours of participation are divided by the number of days in the month.

$$134 / 30 = 4.5$$

Average daily hours are then multiplied by the number of days in a week (7) to calculate average weekly hours.

$$4.5 \times 7 = 31.5, \text{ rounded up to } 32$$

How to Calculate Partial Months of Participation

For partial months of participation, average weekly hours are calculated based on the number of days in the month from the date the Choices participant receives TANF benefits.

- Determine the number of days in the month that the Choices participant has received benefits (count from the date the Choices participant first received benefits to the end of the calendar month)
- Total all hours of participation for the partial month
- Divide the total hours of participation by the number of days in the partial month to calculate the average daily hours of participation
- Multiply the average daily hours by the number of days in a week (7) to calculate average weekly hours of participation

Example 1:

June 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

A Choices participant begins receiving TANF benefits in on June 18. There are 13 days from June 18 to June 30. The Choices participant participated 56 hours between June 18 and June 30. To calculate the average daily hours, the total hours of participation are divided by the number of days the participant received benefits.

$$56 / 13 = 4.3$$

Average daily hours are then multiplied by the number of days in a week (7) to calculate average weekly hours.

$$4.3 \times 7 = 30.1, \text{ rounded down to } 30$$

Example 2:

June 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

A Choices participant begins receiving TANF benefits on June 28. There are 3 days from June 28 to June 30. The Choices participant participated 16 hours between June 28 and June 30. To calculate the average daily hours, the total hours of participation are divided by the number of days the participant received benefits.

$$16 / 3 = 5.3$$

Average daily hours are then multiplied by the number of days in a week (7) to calculate average weekly hours.

$$5.3 \times 7 = 37.1, \text{ rounded down to } 37$$

Weeks of Participation

Choices weeks will now run from Sunday to Saturday. Weeks of participation in job search/job readiness will be calculated based on participation in job search/job readiness activities during each week in the month.

- In beginning partial months, participation in job search/job readiness prior to the issuance of TANF benefits will not count toward the limit of four-consecutive and six-cumulative weeks of participation in job search/job readiness.

- In ending partial months, participation in job search/job readiness after case closure will not count toward the calculation of weeks of participation in job search/job readiness.

Example 1:

June 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

A Choices participant participates in job search on June 1, 6, and 19, 2008, and in job readiness on June 9, 25, and 27. At the end of June 2008, the participant will have used four weeks toward the limit of four-consecutive and six-cumulative weeks of job search/job readiness.

Example 2:

June 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

A Choices participant begins receiving TANF benefits on June 13. However, prior to receiving benefits, the individual participates in job search on June 5, 6, and 9–11 and also participates in job search June 19–20 and June 25–26. At the end of June 2008, the Choices participant will have used two weeks toward the limit of four-consecutive and six-cumulative weeks of job search/job readiness.

- Under TANF reauthorization, verification and documentation requirements are more stringent. Because of this, unverified hours of participation will not count in performance until verification has been entered into TWIST.

It is important to note that:

- unverified participation hours entered into TWIST are reflected in Boards' performance throughout the month. However, after the data-entry deadline for the month, unverified hours do not count in Boards' performance until they have been verified in TWIST; and
- failure to enter verification prior to the monthly data-entry deadlines can result in significant drops in Choices performance (see Example 2).

June 2008						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

July 2008						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Example 1:

The monthly data-entry deadline for June 2008 participation is July 11. A Choices participant participates in work experience June 4–20 and the unverified participation hours are entered into TWIST.

Verification for these participation hours is entered into TWIST on or before July 8. Therefore, the verified hours of participation will count in any performance reports run after July 9.

Example 2:

The monthly data-entry deadline for June 2008 participation is July 11. A Choices participant participates in work experience June 4–20 and the unverified participation hours are entered into TWIST.

Verification for these participation hours is not entered into TWIST until after the July 11 data-entry deadline and the participation hours are not counted until the verification for the period of participation is subsequently entered into TWIST, which results in a drop in Choices performance.

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

RESCISSIONS:

TA Bulletin 161

Numerator Requirements for Families with Teen Parents

Numerator Requirements for Teen Single-Parent Families		
With High School Diploma or General Educational Development (GED) Credential	If No Child Under 6	<ul style="list-style-type: none"> • Participates for a total of 30 hours or more, with a minimum of 20 core hours.
	If Child Under 6	<ul style="list-style-type: none"> • Participates for a total of 20 core hours or more.
Without High School Diploma or GED Credential	If No Child Under 6	One of the following: <ul style="list-style-type: none"> • Participates for a total of 30 hours or more, with a minimum of 20 core hours; • Attends school satisfactorily; or • Participates in other educational activities for a minimum of 20 hours.
	If Child Under 6	One of the following: <ul style="list-style-type: none"> • Participates for a total of 20 core hours or more; • Attends school satisfactorily; or • Participates in other educational activities for a minimum of 20 hours.

Numerator Requirements for Two-Parent Families with One or Two Teen Parents		
Two Teen Parents with High School Diploma or GED Credential	Receiving Subsidized Child Care	<ul style="list-style-type: none"> • One or both parents participate for a total of 55 hours or more, with a minimum of 50 core hours.
	Not Receiving Subsidized Child Care	<ul style="list-style-type: none"> • One or both parents participate for a total of 35 hours or more, with a minimum of 30 core hours.

Numerator Requirements for Families with Teen Parents

Numerator Requirements for Two-Parent Families with One or Two Teen Parents		
Two Teen Parents without High School Diploma or GED Credential	Receiving Subsidized Child Care	<p>One of the following:</p> <ul style="list-style-type: none"> • One or both parents participate for a total of 55 hours or more, with a minimum of 50 core hours (<i>Note:</i> School attendance and participation in other educational activities are not core hours); • Both parents attend school satisfactorily; • Both parents participate in other educational activities for a minimum of 20 hours; • One parent attends school satisfactorily and one parent participates in other educational activities for a minimum of 20 hours; • One parent attends school satisfactorily, and one or both parents participate for a minimum of 50 core hours; or • One parent participates in other educational activities for a minimum of 20 hours, and one or both parents participate for a minimum of 50 core hours.

Numerator Requirements for Families with Teen Parents

<p>Two Teen Parents without High School Diploma or GED Credential</p>	<p>Not Receiving Subsidized Child Care</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • One or both parents participate for a total of 35 hours or more, with a minimum of 30 core hours (<i>Note:</i> School attendance and participation in other educational activities are not core hours); • Both parents attend school satisfactorily; • Both parents participate in other educational activities for a minimum of 20 hours; • One parent attends school satisfactorily and one parent participates in other educational activities for a minimum of 20 hours; • One parent attends school satisfactorily, and one or both parents participate for a minimum of 30 core hours; or • One parent participates in other educational activities for a minimum of 20 hours, and one or both parents participate for a minimum of 30 core hours.
<p>One Teen Parent without High School Diploma or GED Credential. The Other Parent Is:</p> <ul style="list-style-type: none"> • Not a Teen; or • Teen with High School Diploma or GED Credential. 	<p>Receiving Subsidized Child Care</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • One or both parents participate for a total of 55 hours or more, with a minimum of 50 core hours (<i>Note:</i> School attendance and participation in other educational activities are not core hours); • Teen parent without high school diploma or GED credential attends school satisfactorily, and one or both parents participate for a minimum of 50 core hours; or • Teen parent without high school diploma or GED credential participates in other educational activities for a minimum of 20 hours, and one or both parents participate for a minimum of 50 core hours.

Numerator Requirements for Families with Teen Parents

Numerator Requirements for Two-Parent Families with Teen Parents		
<p>One Teen Parent without High School Diploma or GED Credential. The Other Parent Is:</p> <ul style="list-style-type: none"> • Not a Teen; or • Teen with High School Diploma or GED Credential. 	<p>Not Receiving Subsidized Child Care</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • One or both parents participate for a total of 35 hours or more, with a minimum of 30 core hours (<i>Note:</i> School attendance and other educational activities are not core activities); • Teen parent without high school diploma or GED credential attends school satisfactorily, and one or both parents participate for a minimum of 30 core hours; or • Teen parent without high school diploma or GED credential participates in other educational activities for a minimum of 20 hours, and one or both parents participate for a minimum of 30 core hours.