

PERFORMANCE REVIEW AND PROGRAM ASSISTANCE

Technical Assistance Bulletin #20

Program: Choices

Topic: Caretaker Exemption End Date (CEED)

Date: May 8, 2002

This Technical Assistance Bulletin is to address potential outreach issues regarding the change in work registration code assigned by the Texas Department of Human Services (TDHS) based on the Caretaker Exemption End Date (CEED). The CEED is the end date of a TANF recipient's work registration exemption status based on the age of the youngest child at certification. (see WD Letter 15-00)

The change in work code will now be automatically adjusted in SAVERR after cut-off if the client does not meet any other exemptions. TWIST will receive the SAVERR changes the next day. If a client is outreached and fails to attend an appointment or fails to participate during the month the CEED ends, the client cannot be penalized because he/she was exempt during the entire month. The penalty request will not be processed by TDHS.

Previously, the client's CEED was changed at periodic reviews with their Texas Works Advisor. The changes in SAVERR are as follows:

- Texas Works Advisor notified of change in work registration code. If no other exemptions apply, no action taken
- client's work registration status automatically changed to mandatory at cut-off of the CEED month
- client sent a notice of the change in work registration code status
- information transmitted to TWIST

Scenario – Clients' caretaker exemption status ends June 2002. In May, the Texas Works Advisor receives notice of the change in exemption status. If no other exemptions apply, the worker takes no action and the case will automatically change to a mandatory work registration code at cut-off. The information will transfer to TWIST the day after the action has been taken. The client will receive a notice stating the work registration code has changed to mandatory effective July 2002. The new code is effective July 2002. If a client is outreached in June 2002 and fails to attend or participate, the client cannot be penalized because he/she was exempt during the month of June. The sanction will not be processed by DHS because the mandatory status will not be effective until July 2002.

Action - A TWIST release is planned to accommodate the system change. The following are recommended strategies until TWIST changes have occurred:

1. Use short recycle periods (30 days) for outreach. This will allow for timely outreach for all clients who have had changes in work code.
2. Develop a penalty log/manual tracking system for penalties request.
3. Use the TANF Action History Tab to see the effective date of the work code change.

Please share this information with appropriate board staff and local service providers. Contact your area Technical Assistance Representative or Cherrie Dorman at 512-463-2344 or cherrie.dorman@twc.state.tx.us with questions as needed.