Field Operations Memo 95-37
October 20, 1995

TO: Local Office Staff

FROM: Joyce Sampson
Assistant Commissioner for Field Operations

RE: Tracking AFDC/TAFDC Recipient Participation in the
Employment Services Program (ESP) for Welfare Reform

Intro- duction	This memo provides information about the process used to track and monitor AFDC/TAFDC recipient participation in all components of the Employment Services Program (ESP) for Welfare Reform. Topics discussed in the memo include: . An overview of the forms used to record data used in the tracking process; and . An overview of the reports used to monitor the ESP-MIS tracking process. For more detailed information concerning the tracking system, forms and reports, refer to the <u>Systems User's Guide</u>, Volume 8, ESP-MIS, Chapter VII.

Forms Overview The following three forms are used to record TAFDC recipient participation data for all components of the Employment Services Program.

- The Full Employment Monthly Hours Record (ESP/FEP);

- The Community Service Participation Record (ESP/TEMP); and

- The Employment Services Program Participation and Attendance Record (ESP/7).

These forms are automatically generated by ESP-MIS each month and forwarded to the appropriate participants in the Employment Services Program. If the recipient is participating in more than one component, he/she will receive more than one form.

The only recipients who will not receive a form are:

- Those who are coded on PACES with either program code 0 or 3;

- Those who are coded on ESP-MIS with either ESP component code 012 or 014; and

- Those who entered an ESP component after the run date of the form. These recipients must submit a manual form which is available at the local office.

For more detailed information concerning these codes, refer to the Systems User's Guide, Volume 1, PACES, Appendix B and Volume 8, ESP-MIS, Appendix B.

Employment	.	030	Rehabilitation - Participation in a rehabilitation

Employment . 030 Rehabilitation - Participation in a rehabilitation
Services program through the Massachusetts Rehabilitation
Program Commission or other recognized agency
Participa-
tion and . 040 JTPA Activity
Attendance
Record . 041 Skills Training/Vocational Education or Assisted
(cont.) Placement - Skills Sharpening

. **046** Supported Work - Participation in Assisted
Placement - Supported Work Program (notify
caseworker)

For December 1995, which is the first month of production,
the forms for all ESP components, including teen parents
participating in ESP component codes 020 and 025 with any teen
living arrangement code, will be generated during the last week
of December.

Beginning in January 1996, the forms for teen parents
participating in ESP components 020 or 025 with any teen living
arrangement code will be generated on the Monday before the last
Saturday of the month. The forms for ESP components 015, 020
(including teen parents without a living arrangement code), 021,
022, 023, 024, 025 (including teen parents without a living
arrangement code), 030, 040, 041 and 046 will be generated on
the Wednesday before the last Saturday of the month.

For all components, including teen parents, if the Monday or
Wednesday is a holiday, the form will be generated as close to
the holiday date as possible.

After the form is generated, two additional days are required to
mail the form to the participant. The date preprinted in the Date
field of the form represents the generation date plus two
additional days and is the first day of ten days for the
participant to complete and return the form for processing.

Reports Overview

Beginning in November 1995, workers whose caseload includes recipients participating in any ESP component will receive revised versions of both the ESP Participation Report and the ESP Participation Below 75% Report. However, recipients whose program code is either 0 or 3 will not be displayed on the worker's reports.

Both reports have been revised to include new data elements that display information necessary to meet the requirements of the new TAFDC Program.

The purpose of these reports is to support the worker's involvement in office activities necessary to ensure recipient compliance with the ESP participation requirements. Such activities shall include participation monitoring, participation tracking and sanctioning.

ESP Participation Report

The revised ESP Participation Report provides workers with a summary listing in alpha order of all participants who according to ESP-MIS are open in an ESP component on the report select date. Up to eight months of history may be displayed on the report.

For November 1995, the report will be produced on November 2nd for the report month of October 1995.

For December 1995, there will be two reports. The first report will be issued on December 2nd and display data for the report month of November 1995. The second report will be issued during the last week of December and display data for the report month of December for recipients on ESP-MIS as of the report date.

After December 1995, the report will no longer be issued on the second of the month. Instead, the report will be generated after the forms are produced on the Monday before the last Saturday of the month.

Full Employ- ment Monthly Hours Record

The Full Employment Monthly Hours Record (ESP/FEP) is generated to ESP participants who have been entered onto ESP-MIS with ESP component code 351 (Full Employment site).

For December 1995, which is the first month of production, the form will be generated during the last week of the month.

Beginning in January 1996, the form will be generated on the Monday before the last Saturday of the month. For example, since the last Saturday of January 1996 occurs on January 27th, the form will be generated on January 22nd. If the Monday occurs on a holiday, the form will be generated as close to the holiday date as possible.

After the form is generated, two additional days are required for mailing the form to the FEP participant. The date preprinted in the Date field of the form represents the generation date plus two additional days and is the first day of the ten-day period for the FEP participant to complete and return the form for processing.

After receiving the form, the FEP participant must complete the blocks on the form that are not preprinted. The FEP participant must return the form to the local office with pay stubs within ten days of the date preprinted in the Date field on the front of the form.

Community Service Participa- tion Record

The Community Service Participation Record (ESP/TEMP) is generated to ESP participants who have been entered onto ESP-MIS with ESP component code 301 (Initial TEMP-UP or TEMP site) or 301 and 302 (Initial TEMP-UP or TEMP site and Additional TEMP-UP or TEMP site).

For December 1995, which is the first month of production, the form will be generated during the last week of the month.

Community Service Participation Record (cont.) Beginning in January 1996, the form will be generated on the Monday before the last Saturday of the month. If the Monday is a holiday, the form is generated as close to the holiday day as possible.

After the form is generated, two additional days are required for mailing the form to the participant. The date preprinted in the Date field of the form represents the generation date plus two additional days and is the first day of the ten-day period for the participant to complete and return the form for processing.

Employment Services Participation and Attendance Record The Employment Services Program Participation and Attendance Record (ESP/7) is generated to ESP participants who have been entered onto ESP-MIS with any of the following ESP component codes:

- 015   Assisted Placement - Job Readiness

- 020   GED - General Education Degree Program

- 021   Adult Basic Education

- 022   ESL - English as a Second Language

- 023   Community College Education - Participation in a community college curriculum

- 024   Other College Education - Participation in college program other than a community college

- 025   High School - Full-time

ESP Participa-tion Report (cont.)   Each local office will receive three sorts of the ESP Participation Report.

.   The local office copy is sorted by region, local office and ESP component code in alpha order. The pagebreak is by ESP component code.

.   The copy for the ESP worker is sorted by region, local office, ESP CAN and ESP component code in alpha order. The pagebreak is by ESP CAN.

.   The copy for the AFDC/TAFDC worker is sorted by region, local office, CAN, and ESP component code in alpha order. The pagebreak is by CAN.

For ESP components 020 and 025, the teen parent cases with a living arrangement code will be listed first in alpha order by last name before other recipients in each of these components.

Key Fields   The ESP Participation Report contains the following key fields that must be reviewed together in order to properly monitor and track recipient participation in the ESP component(s) of the Employment Services Program.

.   The Follow-Up Date (Fl-Up Date);

.   Scheduled Hours (SchHr);

.   Actual Hours (ActHr); and

.   Percentage of Participation.

ESP Participation Below 75% Report The ESP Participation Below 75% Report provides workers with a summary listing in alpha order of all participants who failed to participate at least 75 percent of their scheduled hours for the report month.

The report is produced each month on the nineteenth of the month following the report month. Up to eight months of history may be displayed on the report.

Questions Policy-related questions should be referred to the Policy Hotline at (617) 348-8478 by your Hotline designee.

Systems-related questions should be referred to the Customer Support Service Help Desk at (617) 348-5290.