FIELD OPERATIONS MEMO 96-36
NOVEMBER 1, 1996

TO: LOCAL OFFICE STAFF

FROM: JOYCE SAMPSON, ASSISTANT COMMISSIONER FOR FIELD OPERATIONS

RE: IDENTIFYING, CODING AND TRACKING TAFDC RECIPIENTS ON ESP-MIS

Intro-duction

This memo provides information about the process to be used by workers to identify, code and track TAFDC recipients identified on ESP-MIS that meet the Work Program requirements by participating in other activities. In order to accomplish this objective, a new series of ESP component codes 050 through 055 was developed to enable workers to identify these other activities. If the worker previously identified a case by entering Target Population Code 90 onto ESP-MIS, he/she must now review the case to determine which new ESP component code will be used.

In addition, workers must review cases previously entered onto ESP-MIS with ESP component codes 301, 203 and 204 if these component codes were used to record activities which are now defined by component codes 050 through 055.

Topics in this memo include:

. An introduction to the new ESP component codes;

. Coding cases on ESP-MIS;

. Accessing cases coded with Target Population Code 30;

. Reviewing cases coded with ESP component codes 301, 203 and 204;

. Form letters that will be generated when these codes are entered onto ESP-MIS; and

. A statement about the reports.

New ESP Component Codes

The following new ESP component codes must be used by workers to recode recipients previously identified on ESP-MIS with Target Population Code 90.

Code | Description

050   TAFDC adult recipient is meeting his or her work requirements by providing foster care to a child living in the same household

051   TAFDC adult recipient is meeting his or her work requirements by providing unpaid child care or paid child care at less than $1.00 an hour for a TAFDC dependent, not the recipient's child, in the same assistance unit so that the child's parent can meet his or her TAFDC education or work program requirements

052   TAFDC adult recipient is meeting his or her work requirements through participation in a paid work study or internship in which the income is noncountable for TAFDC

053   TAFDC adult recipient is meeting his or her work requirements through participation in an unpaid work study or internship program with a for-profit organization

054   Homeless TAFDC adult recipient is meeting his or her work requirements through participation in housing search activities

055   TAFDC adult recipient is meeting his or her work requirements through participation in a residential substance abuse treatment program

Coding Cases on ESP-MIS

To determine if a case must be recoded on ESP-MIS workers must do the following:

- If the worker knows which cases(s) were previously identified with Target Population Code 90, he/she must review the case to determine which new ESP component code 050 through 055 will be used. When the new ESP component code is entered, a message will appear telling the worker to change Target Population Code 90 to a code 30.

- If the worker doesn't know which case(s) were previously identified with Target Population Code 90, he/she can use the revised ESP Ad hoc Reporting Menu and ESP Ad hoc Reporting Detail Screen to identify the recipient.

For more detailed information about the data-entry process for ESP component codes, refer to the *Systems User's Guide*, Volume 8, *ESP-MIS User's Guide*.

Accessing Cases Coded with Target Population Code 30

Cases coded with Target Population 30 may be accessed on ESP-MIS, or through the ARTS.

To access cases on ESP-MIS, use the instructions in Chapter V of the *ESP-MIS User's Guide* to create an ESP Ad hoc Report from specific select criteria appearing on the screen. An entry for Target Population Code 30 **must be made** in block 6.

After the appropriate select criteria are chosen, the data will be displayed on the Ad hoc Reporting Detail Screen.

Reviewing Cases Coded with Codes 301, 203 and 204

Cases which have been previously entered onto ESP-MIS with the following ESP component codes must be reviewed by the worker to determine if recipients are in fact meeting the Work Program requirements by actually performing the activities defined within the codes.

Cases with recipients previously entered onto ESP-MIS with the following specific codes **must be reviewed**:

.   301 - Initial TEMP-UP or TEMP site;

.   203 - Entered employment; and

.   204 - Enrollee still employed after 30-day follow-up.

If a determination is made by the worker that a case is incorrectly coded, the case must be updated on ESP-MIS with the correct code.

Form Letters

The following four form letters are generated to record TAFDC recipient participation data for ESP component codes 050 through 055.

. Foster Care Provision Record (ESP/TEMP 50), used to record data for ESP component code 050;

. Child Care Provision Record (ESP/TEMP 51), used to record data for ESP component code 051;

. The Work Study/Internship Participation Record (ESP/TEMP 52-53), used to record data for ESP component code 052 and 053; and

. The Housing Search Participation Record (ESP/TEMP 54-55), used to record data for ESP component codes 054 and 055.

Form Letters (cont.)	These form letters are automatically generated by ESP-MIS each month to the appropriate ESP participants. Recipients participating in more than one ESP activity will receive more than one form letter.

The only ESP participants who will not receive a form letter are:

. Those coded on PACES with either Program Code 0 or 3; and

. Those coded on ESP-MIS with either ESP activity code 012 or 014.

The form letters will be generated Wednesday before the last Saturday of the month. For example, since the last Saturday of November occurs on November 30, the form letters will be generated on November 27. If the Wednesday occurs on a holiday, the form letter will be generated as close to the holiday as possible.

After the form letter is generated, three additional days are required for mailing the form letter to the participant. The date preprinted in the Date field of the form letter represents the generation date plus three additional days. |
| **Reports** | Cases coded 050 through 055 on ESP-MIS will appear on the ESP Participation Report which is currently produced near the end of the report month. These cases will be excluded from the ESP Participation Below 75% Report as their hours are not being keyed onto ESP-MIS. |
| **Questions** | Systems-related questions should be referred to the Customer Support Services Help Desk at (617) 348-5290. Policy-related questions should be directed by your Hotline designee to the Policy Hotline at (617) 348-8478. |