WORKFIRST PARTICIPATION AND REPORTING REQUIREMENTS POLICY

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I. BACKGROUND

The Deficit Reduction Act of 2005 (DRA) had significant policy changes affecting Temporary Assistance for Needy Families (TANF) as we once knew it. The new DRA requirements were effective October 1, 2006. The major changes to TANF programs that were made with the DRA are (1) the definition of participation and (2) reporting. DRA requires participants to participate, at a minimum, 20 hours per week in a "Core Activity", a minimum of 10 hours in a "Non-Core Activity", and 10 hours in other activities, such as barrier resolution. States are required to report on actual hours of participation and must ensure all reported activities are countable, supervised, documented, and verified according to federal specifications.

II. POLICY

Contractors will ensure that participants participating in the Community Jobs program follow the participation requirements as outlined in the WorkFirst Handbook and will track, monitor, document, and report participation.

III. STACKED ACTIVITIES

Stacked Activities provide participants with a variety of opportunities that increase skills, education, training, and employability. Contractors are responsible for ensuring that participants in the Community Jobs (part-time and full-time) and Career Jump programs are engaged in participating in stacked activities within their agency or with others.

IV. REPORTING REQUIREMENTS

Reporting requirements for participants engaged in core and non-core activities are as follows:

- Participation must be monitored daily by the worksite supervisor.
- Documentation of participation must be documented in eJAS no later than the 10th of the following month.

- Unsupervised time does not count as participation.
- Progress and progression must be reported each month.
- Excused absences must be documented and reported in eJAS immediately upon notification or disclosure.
- Unexcused absences must be reported immediately to DSHS upon notification or disclosure.

Participants are encouraged to make up hours missed from excused and/or unexcused absences, if possible, weekly, but no later than the end of the month.

V. CORE AND NON-CORE ACTIVITIES

A core activity counts towards participation and is the foundation for participants' programming. Subsidized and unsubsidized work is the only activity that is fully countable, with no restrictions.

The following chart describes the core and non-core activities that count toward federal participation requirements, along with the corresponding eJAS codes.

	Federal Category	eJAS Codes
Core Activity – Fully Countable with No Restrictions	Unsubsidized Employment	FT, PT
	Subsidized Employment (Public & Private)	CJ
	Work Experience (WEX)	WE, WC
	On-the-Job Training	OT
	Community Service	XS, VS
Core Activity – Fully Countable and Time or Age- Limited	Job Search and Job Readiness	JS, XD, XE, XF, XG, XJ, LS
	Vocational education training, limited to: • Lifetime, cumulative 12-month limit on vocational education.	VE, PE, HW, DC
	High School Equivalency (GED) or High School Completion • Core activity **only** for participants who are 19 years of age or younger	HS
Non-Core Activity –	Job skills training directly related to employment (including ESL classes)	JT

Countable Once Meet Core Activity Requirements	High School Completion including HS21 – for participants who are 20 years of age or older	BE
	High School Equivalency or GED – for participants 20 years of age or older	GE