

Division of Public Assistance
ATAP Work Services
Performance Metrics and Participation Rates
Revised July 14, 2014

1. Obtain employment within 90 days

Possible: Number of adults who were unemployed when they applied or transferred to Work First from Families First.

Met: Number of adults who became employed within 90 days of their application date or transfer to Work First from Families First.

2. Cases that close with earnings

Possible: Cases that include an adult that closed.

Met: Cases that include an adult that closed with earnings in their last benefit month.

3. Cases that don't return

Possible: Number of cases that closed with earnings 6 months ago.

Met: Number of cases that closed with earnings 6 months ago not in the current caseload.

4. All Families Participation [Federal Rate]

Possible: All families that received Temporary Assistance in the month except:

- Child only cases
- Single parent families with a child under 1 year old exemption who are not meeting the minimum participation requirements ("BA Exemption")
- Families penalized in the month, but not more than 3 months in the last 12 who are not meeting the minimum participation requirements
- Families where all the parents are providing care for disabled family members
- Single parent families where the parent was an ineligible alien or in refuse cash status.

Met: All possible families that meet the All Families Participation minimum work requirements.

5. Two-Parent Participation [Federal Rate]

Possible: All two-parent families that received Temporary Assistance in the month except:

- Two-parent families where one adult is documented as unable to participate due to a health condition ("IC" Cases)
- Two-parent families penalized in the month, but not more than 3 months in the last 12 who are not meeting the minimum participation requirements
- Two-parent families where one adult is providing care for a disabled family member.

Met: All possible families that meet the Two-Parent Families minimum work requirements.

Participation Rate Calculation & Detail

The following applies to both All Families and Two-Parent Participation rates.

ACF-199 Rules

The “ACF-199” is the quarterly report that DPA submits to the Administration for Children and Families on its Temporary Assistance program. The report includes all the information used to calculate Alaska’s All Families and Two-Parent Participation Rates. The federal rules applied to calculating the participation rate are also used and applied to determine the Work First and Families First participation rates as described below.

Countable Activities

There are two kinds of categories of countable activities. “Core Work Activities” always count towards the rate (with some limitations on number of hours that can be counted for Work Search and Self-Employment).

When counting paid work, actual verified hours, or verified anticipated hours, are entered.

Each of the non-paid countable work activities has three components:

- Hours of Participation
- Excused Absences
- Holidays
 - Note: Approved holidays are identified in the Alaska Work Verification Plan and Work Verification Procedures.

Core Activities:

1. Unsubsidized Employment (WK, SE, SW)
2. Subsidized Employment (WS)
3. Work Experience (WX)
4. On-the-job Training (OJ)
5. Job Search & Job Readiness
 - Job Search (J1, J3, X1)
 - Vocational Counseling (VC)
 - Substance Abuse (B1)
 - DV Counseling (B4)
 - Mental Health (B5)
 - Medical (B6)
6. Community Service Programs (CW, C1, C2)
7. Vocational Educational Training (VE)

Countable work activities are on Work Activity Codes List.

“Work Support Activities” are those that count towards the rate only after the client has completed 20 hours of Core Work Activities in the week.

Work Support Activities:

- 8. Self-Initiated Education & Training (I1)
- 9. Job Skills Training (P3)
- 10. High School Completion or GED (E5, E6, HS)
- 11. English as Second Language (F3)

Limitations on Specific Activities

Work Search and Job Readiness

- Job search and job readiness assistance only counts for 12 weeks in the preceding 12-month period
- An individual’s participation in job search and job readiness assistance counts for no more than 4 consecutive weeks

Vocational Education

- Vocational Educational Training may only count for 12 months total for any individual.

Calculating Average Number of Weeks

DPA collects activities hours on a monthly basis through the CMS Work Activity Screen. However, the participation rates are calculated using average number of hours per week.

To calculate the average number of hours per week of participation in a work activity, add the number of hours of participation across all weeks in the month and divide by the number of weeks in the month. Round the result to the nearest whole number.

Average hours is determined using the following rules:

For families who applied during the month:

- If application is received between the 2nd and 8th of the month, divide monthly hours by 3 for average number of hours per week
- If application is received between the 9th and 14th of the month, divide monthly hours by 2 for average number of hours per week
- If application is received on or after the 15th of the month, use the actual hours as the average number of hours per week

For ongoing cases or cases where the family applied on the 1st of the month, divide the monthly hours by 4.33 for average number of hours per week.

Work First Participation Rate Calculations

Work First providers participation rate will include not only the rate calculated for their current caseload, but also those cases served by their local Families First provider. Only those Families First families who made the participation rate will be included (in both denominator and numerator) of the adjusted rate.

Calculation Example: If the Work First provider has 510 of 600 cases (85.0%) that made the All Families rate, and the local Families First has 50 of 400 cases that made the All Families rate, then the Work First provider participation rate would be calculated as follows.

	WF	FF	Combined	Work First Adjusted Rate
Numerator	510 +	50 =	560	
				560 / 650 = 86.2%
Denominator	600 +	50 =	650	

All Families Participation Minimum Requirements

In order for a family to meet the All Families Participation minimum requirements, at least one adult in the family must participate in work activities for an average of 30 hours per week, of which, at least 20 hours must be in “core” federally countable activities.

Below are some examples of a family meeting the minimum participation requirements:

- An adult is participating in a core work activity for an average of 30 hours per week.
- An adult is participating in one core work activity for an average of 20 hours per week and another core work activity for an average of 10 hours per week.
- An adult is participating in a core work activity or in a combination of core work activities for 20 hours per week and in an approved self-sufficiency activity for 10 hours per week.
- An adult is participating in a core work activity or in a combination of core work activities for 28 hours per week and in an approved self-sufficiency activity or a combination of other self-sufficiency activities for 2 hours per week.

Families in the following situations are considered meeting the minimum requirements even though they may not be participating at an average of 30 hours per week:

- A single parent, or caretaker relative, with a child under 6 years old that is engaged in core work activities (1-7) for an average of 20 hours per week.
- Any parent under 20 years old that maintains satisfactory attendance at a secondary school or the equivalent during the month (E5, HS).

Limitations in counting activities toward the minimum requirements:

- Vocational Educational Training may only count for 12 months total for any individual.
- Job Search and Job Readiness may only count for twelve weeks in a twelve-month look back. Only four weeks may be consecutive.

All Families Rate Targets

The All Families participation rate target set for all states by ACF is 50%.

The All Families participation rate target set for Work First by DPA is 90%. This is because Work First has a “work ready” portion of the total caseload. The Families First portion of the statewide caseload is not expected to reach the 50% federal rate as the families experience multiple and profound challenges to full-time participation. The Work First portion of the statewide caseload must meet 90% in order for the state of Alaska to meet the 50% for all caseloads combined.

Two-Parent Participation Minimum Requirements

In order for a two-parent family to meet the Two-Parent Participation minimum requirements, one parent’s participation, or the combined total of both parents’ participation, must meet an average of 35 hours per week in the federal countable activities, of which, at least 30 must be in core activities.

- Two-parent families that receive child care require additional participation. If a two-parent family receives child care, the combined total of both parents’ participation in countable work activities increases to an average of 55 hours per week, at least 50 of which must be in “core” work activities.

Families in the following situations are considered meeting the minimum requirements even though they may not be participating at an average of 35 hours per week:

- Any adult under 20 years old that maintains satisfactory attendance at a secondary school or the equivalent during the month (E5, HS).
- If both parents are under 20 and they receive child care, they both must maintain satisfactory attendance at a secondary school or equivalent (E5, HS).

Two-Parent Participation Rate Targets

The Two-Parent participation rate target set for all states by ACF is 90%.

The All Families participation rate target set for Work First by DPA is 90%.

Glossary

Open: Open Temporary Assistance case. A family that received Temporary Assistance benefits in a particular month for that particular month.

Closed: Closed Temporary Assistance case. A case that received benefits in month1 and did not receive benefits in month2 is a month2 closure.

Closed with Earnings: A case that had earnings and received benefits in month1 and did not receive benefits in month2 is a month2 closure with earnings.

Employment Codes:

WK – Paid Employment

SE – Self Employment

SW – Seasonal Employment

OJ – On-the-Job Training

WS – Job Start

Earnings: Hours of participation in any employment code multiplied by the hourly wage.

Employed: had earnings in the month - hours of participation in any employment code multiplied by the hourly wage.

Became Employed: not employed at application; activity start date in any employment code after application date.

Weekly Hours: Monthly Actual Hours divided by 4.33. During the application month, weekly hours are pro-rated from the date of application based on the following:

<u>Application Date</u>	<u>Calculation</u>
1st of the month or prior	Actual Hours divided by 4.33
2nd – 8th of the month	Actual Hours divided by 3
9th – 14th of the month	Actual Hours divided by 2
15th – end of the month	Total Actual Hours

Disregarded: For the purposes of discussing the participation rates, a case is “disregarded” from the rate when they are not included in the rate calculation.

Exemption: Refers to the status of a parent who is not subject to penalty for failure to meet work requirements. Exemption does not necessarily mean the case is excluded from the rate(s). For example, a single parent may be exempted from penalty for not meeting work requirements (documented exemption from work activity) but may still be in the All Families participation rate.

Work Services Performance Measures Publishing and Support Reports

POSTING METRICS

The five performance metrics will be posted by track/area and provider on DPAweb on a monthly basis.

Revised performance metrics (changed due to grievances or other corrections) will be posted on a quarterly basis.

Please note monthly performance metrics will remain on DPAweb as originally posted; revisions will be footnoted so providers can see both their monthly performance, and the revised performance.

GRIEVANCES

Work First providers will be allowed to grieve cases when the difference between the monthly posted metric and their self-identified performance for cases they manage differ by 3 or more percent.

Please note that Work First providers will not be allowed to grieve cases they did not manage in the month for the month. This means Families First cases cannot be grieved by a Work First provider.

Families First providers may bring discrepancies in performance metrics to the attention of DPA, however no grievances will be accepted from Families First providers.

PARTICIPANT LISTS

Work First providers will be provided Participant Lists for cases they served in the month for the month including but not limited to:

- which clients met performance metrics (including the participation rates)
- weeks of Work Search used during the previous 12 months
- Baby Exemption months used to date
- Vocational Education months used to date.