

## Work Services Caseload Report Data Dictionary

### Participant Level Data

Provides detailed information on each Work Services and Employment & Training participant assigned to a case manager. Information reported is based on the involvement of each participant. This section is sorted alphabetically by the participants last name except when two participants from the same EIS Case are involved. In the case of a two participant family, the report will list the individuals consecutively regardless of their last names. This section displays the office, unit, caseload, case manager's name, run date, and is titled:

### WORK SERVICES CASELOAD REPORT FOR THE MONTH OF (Month) (Year) CASELOAD DETAILS

1. **Participant Name:** Participants last name, first name, middle initial.
2. **Participant Phone#:** Participants home phone number.
3. **Eligibility Worker:** Name of Eligibility Worker assigned to the case.
4. **Client ID #:** Unique, 10 digit identification number assigned to each individual.
5. **EIS Case:** 8 digit EIS case number assigned to the household.
6. **SSN:** Participant's Social Security Number.
7. **2P:** Identifies what category of 2-Parent HH the case is – UP (2-Parent) or IC (Incap). The 2-Parent indicator is displayed in the client's first row of information.
8. **EX NV:** Identifies cases in Exempt Native Villages with an asterisk (\*). The Exempt Native Village indicator is displayed in the client's third row of information.
9. **MOS USED:** Is the number of Temporary Assistance months the adult used toward the 60 month limit. It is displayed in the client's first row of information. In 2-Parent cases, the number displayed for any particular parent may not be the number of months the case has used. This is important to note because the family's 60 month limit is determined by the adult in the family with the most months used.
10. **EXT AVAL:** The number of months left of their extension.
11. **P1 & P2:** Participant's penalty code. P1 is the first or only penalty code and it will be displayed in the first row of the client's information. If the client has two penalties, the second penalty code will be in the P2 position on the second line. If the client has more than two penalties, the additional penalty(s) will not show. Penalties appear in the order that they show up on the WOSA screen. This field is blank if there is no penalty. The penalty codes are:

CS = Child Support Non-Coop  
EA = Assessment  
IP = Intentional program violation  
JQ = Job Quit

JS = Job search  
SA = Minor parent – school  
SS = FSSP  
WA = Work activity

- 12. CUR PCT:** Percent of the benefit amount being forfeited as a result of a penalty – 40, 75, 100. This is displayed in the first row of the client’s information.
- 13. MOS:** Number of months the client has been penalized that corresponds to the penalty percent. In cases with multiple penalties, this will reflect the number of consecutive months since the first penalty was applied.

**Work Services Involvement**

- 14. WS START:** The date the Work Services Involvement began. The date is set when the eligibility worker goes through the WORK screen. It can also be set before the client’s status changes from ‘RG’ to ‘OP’. Once the component is added the date cannot change.
- 15. ET VL:** Participant volunteers to participate in the Food Stamp E&T program – Y or N. Blank if not in E&T.
- 16. CURR MONTH:** Current Month. Displays the most current month of the Work Services information. This month appears in the “Current Month” field on the Work Activities tab in the Case Management System. If it is before the report month the Work Activity section will show “CASE NOT INITIALIZED TO MM/YY”. If the case is opened after the report month the Work Activity section will show ‘CASE OPENED AFTER REPORT’. If there are no activities for the report month the Work Activities section will show ‘NO MM/YY ACTIVITIES FOUND’.
- 17. WK EX:** Participants work exemption reason code. Exemption codes are:

BA = Caretaker of a child under age 1	CP = No child care funds
CA = Caretaker of a disabled adult	HD Participation causes family hardship
CC = Inappropriate child care	TR = No transportation funds
CD = Caretaker of a disabled child	IC = Medically unable to participate

- 18. PROG STAT:** The fields under this header display the program type and program status.
- Program Type: Either ‘WS’, ‘TA’, ‘ET’, ‘FS’ will show here.  
 Program Status: The status of the case as of the last day of the report month.

<u>Work Services and E&amp;T</u>	<u>Temporary Assistance</u>	
RG = Registered	OP = Open	CL = Closed
OP = Open	RE = Received	DE = Denied
SU = Suspended	FR = Frozen	
CL = Closed	PE = Pended	
TR = Transfer	SU = Suspended	

- 19. CLOSE MONTH:** Month that the Work Services involvement ended or Temporary Assistance or Food Stamps case closed. The Work Services closure date appears on the same line as the ‘WS’ program type and status. The Temporary Assistance closure date appears on the same line as the ‘TA’ program type and status. The same goes for ‘ET’ and ‘FS’.

**20. CL RS:** Code representing the reason for the Work Services, E&T, Temporary Assistance, or Food Stamps case closure in the report month. The closure codes for a program appear on the same line as the program. Note: Not all of the following codes relate to the Temporary Assistance or Food Stamp programs.

Work Services

DR = Deferred Due To Lack Of Office Capacity	SA = Involvement Ends Due To Substance Abuse
DV = Involvement Ends Due To Domestic Violence	SB = Involvement Ends Due To Other Barriers
EX = Exempt	WK = Involvement Ends Due To Employment
MH = Involvement Ends Due To Mental Health	MR = Met E&T Requirements
NC = Penalized Participant Fails To Cure Non-Compliance	NA = Never appeared at Work Search
NE = AT/FS Case Closes For Reason Other Than Empl	IR = Invalid Work Search referral

Temporary Assistance & Food Stamps Denial/Closure Reasons

AB - ABAWD Work Requirement	EU – Excess Unearned Income	RP - Fail To Recert/Rev Auto Close
AI – Age Ineligible	IN - Fail To Complete Interview Process	RS – Not A Resident Of Alaska
AO - IA Closure Due To APA Opening	IR - IRS Interface	RT - Transfer Of Resources
AP - Failed To Complete App Process	LC - Loss of Contact	SD - SDX Interface
AR - Application Received/Processed	MA - Minor Parent Ineligible Living Argmt	SE - Food Stamp Ineligible Student
AS - Receiving Assistance In Other State	NC - Child Absent From Home	SH - Not A Separate FS Household
AW - Application Withdrawn	NM - No Covered Medical Need	SR - Not Living w/ Specified Relative
BD - BENDEX Interface	OC - Youngest Child Turned 18/19	TA - Autoclose - 1st Rvw Not Rcvd
BE - BEERS Interface	OT - Other	TB - Autoclose - 2nd Rvw Not Rcvd
CI - Not A U.S. Citizen/Qual. Alien	PC - EIS Close Due To 100% Penalty	TC - Autoclose - 3rd Rvw Not Rcvd
CR - Client Request	PF - EIS Close Due To PFD	TE - No EI In 1st Of Last Months
CS - Due To Receipt Of CS Income	PI - Failed To Provide Information	TI - Excess Income - Over 185% (T2)
DD - Determined Disabled	PR - Failure To Use Prior Resource	TL - 60 Month Limit Met
DE - Recipient/Applicant Deceased	PS -Participation In A Strike	TR - 12th Month Of Trans Medicaid.
ED - 60 Month Extension Denied	PT -Pregnancy Terminated	TT - Tribal TANF
EE - Excess Earned Income	QJ - Primary Wage Earner Quit Job	UI - UIB Interface
EG - Excess Gross Countable Income	RE - Excess Resources	WM -Wage Match Interface

**Work Activity Section**

- 21. START DATE:** Displays the date that the activity began.
- 22. AUTO THRU:** Displays the auto-thru date assigned to the activity effective the report month. If no date is assigned, nothing will display.
- 23. ACT TYP:** Displays each activity code(s) to which the participant is assigned during the report month. Countable activities show with an asterisk (\*) next to the activity.
- 24. HRS:** Displays the total hours a participant has completed in work activities during the report month as entered by the case manager. If no hours have been entered, '0' will be displayed.
- 25. HRLY WAGE:** Displays the participant's hourly wage in the activity.
- 26. CUM WKS.D:** Displays the cumulative number of weeks and, after the decimal point, days the participant is assigned to the activity through the end of the report month. The cumulative weeks begins counting with the work activity start date and counts through the end date. If the activity ends and restarts, the cumulative weeks resets and begins counting at zero.

## Case Load Summary

The Case Load Summary page provides an overall report of each caseload. Each summary page displays the Office, Unit, and Caseload Number, and is titled:

### **ALASKA WORK SERVICES CASELOAD REPORT FOR THE MONTH OF (Month), (Year) CASELOAD SUMMARY**

- 1. Office:** Displays the office number to which the Caseload Summary applies.
- 2. Unit:** Displays the unit number to which the Caseload summary applies.
- 3. Caseload:** Displays the Caseload Number to which the Caseload Summary applies.
- 4. Case Manager:** First and last name of the case manager assigned to the Caseload Number.
- 5. TA Involvement Status Totals:**

Displays the number of individuals by the Report Month's involvement statuses as specified by the column headings:

#### Work Services and E&T

RG = Registered  
OP = Open  
SU = Suspended  
TR = Transfer

#### Temporary Assistance

CL = Closed  
RE = Received  
PE = Pended  
OP = Open

CL = Closed  
DE = Denied  
SU = Suspended  
FR = Frozen

- 6. Total:** Total of all statuses as of the last day of the report month.

#### **7. Food Stamp Employment & Training Program (E&T)**

- 8. E&T Involvement Status:** See statuses above.

#### **9. E&T Work Activities:**

AS – Initial Assessment  
B3 – Remediation  
E3 – English as a Second Language  
E6 – GED Preparation  
E7 – Literacy Improvement

J1 – Independent Work Search  
S2 – Gap Due to Good Cause  
VC – Vocational Counseling  
V1 – Vocational Training

#### **10. E&T Closure Reasons:**

DR - Deferred Due To Lack Of Office Capacity  
DV - Involvement Ends Due To Domestic Violence  
EX - Exempt  
IR - Invalid Work Search Referral  
MH - Involvement Ends Due To Mental Health  
MR - Met E&T Requirements

NA - Never Appeared At Work Search  
NC - Penalized Participant Fails To Cure Non-Compliance  
NE - AT/FS Case Closes For Other Than Employment  
SA - Involvement Ends Due To Substance Abuse  
SB - Involvement Ends Due To Other Barriers  
WK - Involvement Ends Due To Employment

- 11. Participants in Countable Components:** Displays the number of E&T participants in federal E&T countable components.

- 12. Total Components:** Displays the total number of countable E&T work activities assigned.

### **13. Active Participant Totals**

Active Participants have 'OP', 'SU', or 'TR' Work Services or E&T involvement statuses as of the last day of the report month.

**14. 1P:** Displays the number of active participants in 1-Parent families in the report month.

**15. 2P:** Displays the number of active participants in 2-Parent families in the report month.

**32. TA Months Used**

Displays the number of months used toward the family's 60 month limit. Since the family's 60 month limit is determined by the adult in the family with the most months used, the number from the adult in the family with the most months used is shown.

**33. MNTH USED:** Displays numbers 0 to 60+.

**34. # of Part.:** Displays the number of individuals at each level of number of months used as of the report month.

**35. Closure Reasons**

Displays the number of individuals whose Work Services involvement closed during the report month by reason.

**36. Closure Reasons:**

DR - Deferred Due To Lack Of Office Capacity  
(Food Stamp E&T only)  
DV - Involvement Ends Due To Domestic Violence  
EX - Exempt  
IR - Invalid Work Search Referral  
MH - Involvement Ends Due To Mental Health  
MR - Met E&T Requirements

NA - Never Appeared At Work Search  
NC - Penalized Participant Fails To Cure Non-Compliance  
NE - AT/FS Case Closes For Other Than Employment  
SA - Involvement Ends Due To Substance Abuse  
SB - Involvement Ends Due To Other Barriers  
WK - Involvement Ends Due To Employment

**Unit Summary**

The Unit Summary page provides an overall report of each Unit’s caseload. Each summary page displays the Office and Unit, and is titled:

**WORK SERVICES CASELOAD REPORT  
FOR THE MONTH OF (Month) (Year)  
UNIT SUMMARY**

**1. Office:** Displays the office number to which the Caseload Summary applies.

**2. Unit:** Displays the unit number to which the Caseload summary applies.

**5. TA Involvement Status Totals:**

Displays the number of individuals by the Report Month’s involvement statuses as specified by the column headings:

Work Services and E&T

RG = Registered  
OP = Open  
SU = Suspended  
TR = Transfer

Temporary Assistance

CL = Closed                      CL = Closed  
RE = Received                 DE = Denied  
PE = Pended                    SU = Suspended  
OP = Open                        FR = Frozen

**6. Total:** Total of all statuses as of the last day of the report month.

**7. Food Stamp Employment & Training Program (E&T)**

**8. E&T Involvement Status:** See statuses above.

**9. E&T Work Activities:**

AS – Initial Assessment  
B3 – Remediation  
E3 – English as a Second Language  
E6 – GED Preparation  
E7 – Literacy Improvement

J1 – Independent Work Search  
S2 – Gap Due to Good Cause  
VC – Vocational Counseling  
V1 – Vocational Training

**10. E&T Closure Reasons:**

DR - Deferred Due To Lack Of Office Capacity  
DV - Involvement Ends Due To Domestic Violence  
EX - Exempt  
IR - Invalid Work Search Referral  
MH - Involvement Ends Due To Mental Health  
MR - Met E&T Requirements

NA - Never Appeared At Work Search  
NC - Penalized Participant Fails To Cure Non-Compliance  
NE - AT/FS Case Closes For Other Than Employment  
SA - Involvement Ends Due To Substance Abuse  
SB - Involvement Ends Due To Other Barriers  
WK - Involvement Ends Due To Employment

**11. Participants in Countable Components:** Displays the number of E&T participants in federal E&T countable components.

**12. Total Components:** Displays the total number of countable E&T work activities assigned.

### **13. Active Participant Totals**

Active Participants have 'OP', 'SU', or 'TR' Work Services or E&T involvement statuses as of the last day of the report month.

**14. 1P:** Displays the number of active participants in 1-Parent families in the report month.

**15. 2P:** Displays the number of active participants in 2-Parent families in the report month.



**32. TA Months Used**

Displays the number of months used toward the family's 60 month limit. Since the family's 60 month limit is determined by the adult in the family with the most months used, the number from the adult in the family with the most months used is shown.

**33. MNTH USED:** Displays numbers 0 to 60+.

**34. # of Part.:** Displays the number of individuals at each level of number of months used as of the report month.

**35. Closure Reasons**

Displays the number of individuals whose Work Services involvement closed during the report month by reason.

**36. Closure Reasons:**

DR - Deferred Due To Lack Of Office Capacity  
(Food Stamp E&T only)  
DV - Involvement Ends Due To Domestic Violence  
EX - Exempt  
IR - Invalid Work Search Referral  
MH - Involvement Ends Due To Mental Health  
MR - Met E&T Requirements

NA - Never Appeared At Work Search  
NC - Penalized Participant Fails To Cure Non-Compliance  
NE - AT/FS Case Closes For Other Than Employment  
SA - Involvement Ends Due To Substance Abuse  
SB - Involvement Ends Due To Other Barriers  
WK - Involvement Ends Due To Employment

**Office Summary**

The Office Summary page provides an overall report of each JAS Office. Each summary page displays the Office Number, Name, and is titled:

**WORK SERVICES CASELOAD REPORT  
FOR THE MONTH OF (Month) (Year)  
OFFICE SUMMARY**

**1. Office:** Displays the office number to which the Caseload Summary applies.

**5. TA Involvement Status Totals:**

Displays the number of individuals by the Report Month's involvement statuses as specified by the column headings:

Work Services and E&T

RG = Registered  
OP = Open  
SU = Suspended  
TR = Transfer

Temporary Assistance

CL = Closed      CL = Closed  
RE = Received    DE = Denied  
PE = Pended      SU = Suspended  
OP = Open        FR = Frozen

**6. Total:** Total of all statuses as of the last day of the report month.

**7. Food Stamp Employment & Training Program (E&T)**

**8. E&T Involvement Status:** See statuses above.

**9. E&T Work Activities:**

AS – Initial Assessment                      J1 – Independent Work Search  
B3 – Remediation                              S2 – Gap Due to Good Cause  
E3 – English as a Second Language        VC – Vocational Counseling  
E6 – GED Preparation                         V1 – Vocational Training  
E7 – Literacy Improvement

**10. E&T Closure Reasons:**

DR - Deferred Due To Lack Of Office Capacity      NA - Never Appeared At Work Search  
DV - Involvement Ends Due To Domestic Violence    NC - Penalized Participant Fails To Cure Non-Compliance  
EX - Exempt    NE - AT/FS Case Closes For Other Than Employment  
IR - Invalid Work Search Referral                      SA - Involvement Ends Due To Substance Abuse  
MH - Involvement Ends Due To Mental Health        SB - Involvement Ends Due To Other Barriers  
MR - Met E&T Requirements                            WK - Involvement Ends Due To Employment

**11. Participants in Countable Components:** Displays the number of E&T participants in federal E&T countable components.

**12. Total Components:** Displays the total number of countable E&T work activities assigned.

### **13. Active Participant Totals**

Active Participants have 'OP', 'SU', or 'TR' Work Services or E&T involvement statuses as of the last day of the report month.

- 14. **1P:** Displays the number of active participants in 1-Parent families in the report month.
- 15. **2P:** Displays the number of active participants in 2-Parent families in the report month.
- 16. **IC:** Displays the number of active participants in Incap families in the report month.
- 17. **TA:** Active participants with open Temporary Assistance cases.
- 18. **POSTTA:** Active participants with closed Temporary Assistance cases.
- 19. **E&T:** Active participants in the E&T program.

### **20. Active Family Totals**

Counts cases with participants that have 'OP', 'SU', or 'TR' Work Services or E&T involvement statuses as of the last day of the report month.

- 21. **1P:** Displays the number of active families in 1-Parent families in the report month.
- 22. **2P:** Displays the number of active families in 2-Parent families in the report month.
- 23. **IC:** Displays the number of active families in Incap families in the report month.
- 24. **TA:** Active families with open Temporary Assistance cases.
- 25. **POSTTA:** Active families with closed Temporary Assistance cases.
- 26. **E&T:** Active families in the E&T program.

### **27. TA Work Activities**

Displays the number of participants assigned to each work activity. Federally countable activities show with an asterisk (\*) next to the activity. Participants can be assigned to the same activity more than once and to several activities at once so the total number of participants in activities may be greater than the number of active participants.

**28. WORK ACTV:** Displays all activity types.

B1 - Substance Abuse	*E5 - GED Preparation, Teen Parent	NR – New Referral
B3 - Remediation other challenge	*E6 - GED Preparation, Adult	*P1 - Post Secondary Education
B4 - DV Counseling	*F3 - English As A Second Language	*P3 - Job Skills Training
B5 - Mental Health	*HS - High School Completion	S2 - Gap in Participation
B6 – Medical	*I1 – SIT, Education and Training	*SE - Self Employment
B7 – SSI Application/Appeal	*J1 – Individual Work Search	*SW - Seasonal Work
*C1 - Community Work Experience	*J3 - Structured Work Search	*VC - Vocational Counseling
*C2 – CWE, Subsistence	*OJ - On-The-Job Training	*WK - Paid Employment
*CW – CWE, Contracted	NP – Not Participating	*X1 - Contractual Work Search

**29. # of Part.:** Displays the number of individuals who participated in each work activity. Individuals assigned to the same activity multiple times will count once for each time.

**30. Total Activities:** Displays the total number of work activities assigned. Since participants can be assigned to multiple activities, the total number of assigned activities will usually exceed the number of individuals on the caseload.

**31. Total Countable Activities:** Displays the total number of countable work activities assigned. Since participants can be assigned to multiple activities, the total number of assigned activities will usually vary from the number of individuals on the caseload.

### **32. TA Months Used**

Displays the number of months used toward the family's 60 month limit. Since the family's 60 month limit is determined by the adult in the family with the most months used, the number from the adult in the family with the most months used is shown.

**33. MNTH USED:** Displays numbers 0 to 60+.

**34. # of Part.:** Displays the number of individuals at each level of number of months used as of the report month.

### **35. Closure Reasons**

Displays the number of individuals whose Work Services involvement closed during the report month by reason.

### **36. Closure Reasons:**

DR - Deferred Due To Lack Of Office Capacity  
(Food Stamp E&T only)  
DV - Involvement Ends Due To Domestic Violence  
EX - Exempt  
IR - Invalid Work Search Referral  
MH - Involvement Ends Due To Mental Health  
MR - Met E&T Requirements

NA - Never Appeared At Work Search  
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SA - Involvement Ends Due To Substance Abuse  
SB - Involvement Ends Due To Other Barriers  
WK - Involvement Ends Due To Employment

**Statewide Summary**

The Statewide Summary page provides an overall report for the entire state. This summary page is titled:

**WORK SERVICES CASELOAD REPORT  
FOR THE MONTH OF (Month) (Year)  
STATEWIDE SUMMARY**

**5. TA Involvement Status Totals:**

Displays the number of individuals by the Report Month's involvement statuses as specified by the column headings:

Work Services and E&T

RG = Registered  
OP = Open  
SU = Suspended  
TR = Transfer

Temporary Assistance

CL = Closed  
RE = Received  
PE = Pended  
OP = Open  
CL = Closed  
DE = Denied  
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FR = Frozen

**6. Total:** Total of all statuses as of the last day of the report month.

**7. Food Stamp Employment & Training Program (E&T)**

**8. E&T Involvement Status:** See statuses above.

**9. E&T Work Activities:**

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**11. Participants in Countable Components:** Displays the number of E&T participants in federal E&T countable components.

**12. Total Components:** Displays the total number of countable E&T work activities assigned.

### **13. Active Participant Totals**

Active Participants have 'OP', 'SU', or 'TR' Work Services or E&T involvement statuses as of the last day of the report month.

- 14. **1P:** Displays the number of active participants in 1-Parent families in the report month.
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- 16. **IC:** Displays the number of active participants in Icap families in the report month.
- 17. **TA:** Active participants with open Temporary Assistance cases.
- 18. **POSTTA:** Active participants with closed Temporary Assistance cases.
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- 23. **IC:** Displays the number of active families in Icap families in the report month.
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- 25. **POSTTA:** Active families with closed Temporary Assistance cases.
- 26. **E&T:** Active families in the E&T program.

### **27. TA Work Activities**

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**29. # of Part.:** Displays the number of individuals who participated in each work activity. Individuals assigned to the same activity multiple times will count once for each time.

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**31. Total Countable Activities:** Displays the total number of countable work activities assigned. Since participants can be assigned to multiple activities, the total number of assigned activities will usually vary from the number of individuals on the caseload.

**32. TA Months Used**

Displays the number of months used toward the family's 60 month limit. Since the family's 60 month limit is determined by the adult in the family with the most months used, the number from the adult in the family with the most months used is shown.

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**34. # of Part.:** Displays the number of individuals at each level of number of months used as of the report month.

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