Welfare Data Tracking Implementation
Project

WDTIP

WDTIP Bulletin

Date: August 2011

WDTIP UPDATES

- TRAC functionality has been modified in order to stop the TANF Time Clock from ticking for Clients with Program Participation records with Aid Codes 32 and 3W (hardship cases), who have time-out after September 30, 2010. This change is due to All County Letter (ACL) 10-30E.

- The California Department of Social Services (CDSS) has issued a new TANF Tribal Code. The new Code is as follows:
    - ➢ **XO** = Shingle Springs Rancheria

  Please refer to latest version of *Appendix 1 - TRAC Reference Codes v28* to review further details of the new code. This document can be viewed or downloaded in either PDF or MS WORD format at the WDTIP Web Site: http://www.wdtip.ca.gov/systemDocuments.shtml

- The Effective End Date of two Program Exception Codes (per ACL 11–34) has been extended to June 30, 2012 for the following Codes:

    - ➢ **03/316** – Parents caring for a child age 12 to 23 months and/or two children under age six.

    - ➢ **04/407** – Lack of Supportive Service available from the county.

  Once again, please refer to the latest version of *Appendix 1 - TRAC Reference Codes v28* to review the details of the modified codes and their impact on the Time Clocks.

- Due to Senate Bill 72 and ACL 11–33, the time limit for the CalWORKs Program has been modified from a 60-month period to a 48-month period of eligibility for each adult Program Participant in California. The Effective Start Date of this Policy change was July 01, 2011.

The following TRAC system's screens have been modified:

TRAC MAIN MENU – Item # 11:

```
TRAC                      TRAC INFORMATION SYSTEM
                                MAIN MENU

     INQUIRY SCREEN NAME        ID        UPDATE SCREEN NAME        ID
  1. INDIVIDUAL INQUIRY        IINQ    13. NON-CAL PARTICIPATION UPDATE  UNCP
  2. INDIVIDUAL DETAIL         IDET    14. DIVERSION UPDATE        UDIV
  3. ALTERNATE IDENTITY        ALID    15. CHILD SUPPORT REIMB UPDATE    UCSR
  4. COUNTY SUMMARY            KSUM    16. SUPPORTIVE SERVICES UPDATE    USSO
  5. PROGRAM SUMMARY           PSUM    17. PROGRAM PARTICIPATION UPDATE  UPRG
  6. DIVERSION SUMMARY         DSUM    18. EXCEPTION UPDATE        UPEX
  7. EXCEPTIONS SUMMARY        ESUM
  8. TIME CLOCKS SUMMARY       TSUM
  9. WELFARE TO WORK SUMMARY   WSUM
 10. TANF 60-MONTH CALENDAR    TCAL
 11. CAL 48-MONTH CALENDAR     KCAL
 12. WTW 18/24-MONTH CALENDAR  WCAL



              SELECT A SCREEN NUMBER AND PRESS ENTER : __



                   F1=HELP F3=EXIT F11=MEDS
 4B          @:00.1                                        19/60
```

TRAC "Navigation" (PF4) – "KCAL" Selection:

```
                    TRAC INFORMATION SYSTEM
     _____
    | ========= SCREEN ID LIST =========             |
    |  ID    INQUIRY SCREEN NAME                      |
    | _ TRAC  TRAC SYSTEM MAIN MENU                   |
    | _ IINQ  INDIVIDUAL INQUIRY                      |
    | _ IDET  INDIVIDUAL DETAIL                       |
    | _ ALID  ALTERNATE IDENTITY                      |
    | _ ISUM  INDIVIDUAL RESPONSE SUMMARY             |
    | _ KSUM  COUNTY SUMMARY                          |
    | _ PSUM  PROGRAM SUMMARY                         |
    | _ TSUM  TIME CLOCKS SUMMARY                     |
    | _ DSUM  DIVERSION SUMMARY                       |
    | _ ESUM  EXCEPTION SUMMARY                       |
    | _ WSUM  WELFARE TO WORK SUMMARY                 |
    | _ TCAL  TANF 60-MONTH CALENDAR                  |
    | _ KCAL  CALWORKS 48-MONTH CALENDAR              |
    | _ WCAL  WTW 18/24-MONTH CALENDAR                |
    | _ UNCP  NON CAL PARTICIPATION UPDATE            |
    | _ UDIV  DIVERSION UPDATE                        |
    | _ UCSR  CHILD SUPPORT REIMB. UPDATE             |
    | _ USSO  SUPPORTIVE SERVICES ONLY UPDATE         |
    |                                                 |
    |_F3=PREV_____|
 4B          @:00.1                                        05/21
```

CALWORKS 60-MONTH CALENDAR (KCAL) and associated Help Screen - has all been modified to "CALWORKS 48-MONTH":

```
KCAL                        TRAC INFORMATION SYSTEM
_                          CALWORKS 48-MONTH CALENDAR


LAST   :                          SUFX :           CIN    :
FIRST  :                          DOB  :           SSN    :
MIDDLE :                          SEX  :           ALIEN# :


CALWORKS 48-MONTHS USED INCLUDES NON-CONVERTED DATA: N
CALWORKS 48-MONTH TIME CLOCK START MONTH :
CALWORKS 48-MONTH TIME CLOCK END MONTH   :
CALWORKS 48-MONTHS USED                  :
NON-CAL MONTHS (INCLUDED IN MONTHS USED) :
EXCEPTION MONTHS (EXCLUDES EXTENDER MOS) :
EXTENDER MONTHS (INCLUDED IN MONTHS USED):
REPAY MONTHS                             :


          JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC




                                                     PAGE:
```

TIME CLOCK SUMMARY (TSUM) and associated Help Screen – "CALWORKS" display column:

```
TSUM                        TRAC INFORMATION SYSTEM
_                            TIME CLOCK SUMMARY


LAST   :                          SUFX :           CIN    :
FIRST  :                          DOB  :           SSN    :
MIDDLE :                          SEX  :           ALIEN# :

MONTHS USED INCLUDES NON-CONVERTED DATA: N


                         TANF 60       CALWORKS 48      WTW 18/24
TIME CLOCK START MONTH
TIME CLOCK END MONTH
MONTHS USED
NON-CAL MONTHS *
WTW EXTENSION
WTW EXTENSION MONTHS
EXCEPTION MONTHS
REPAY MONTHS


LAST CALCULATED DATE :
OVERLAPPING PROGRAM PARTICIPATION :
* INCLUDED IN MONTHS USED


        F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC
48                   @:00.1                              01/02
```

PROGRAM DETAIL (PDET) and associated Help Screen – "CAL 48-MONTHS USED" indicator field:

```
 PDET                        TRAC INFORMATION SYSTEM
                               PROGRAM  DETAIL


   LAST   :                    SUFX :             CIN   :
   FIRST  :                    DOB  :             SSN   :
   MIDDLE :                    SEX  :             ALIEN# :


   PROGRAM     :                     TANF 60-MONTHS USED  :
   COUNTY ID   :                     CAL 48-MONTHS USED   :
   AID CODE    :                     NON-CAL MONTHS*       :
   START MONTH :                     WTW 18/24-MONTHS USED:
   END MONTH   :                     WTW EXTENSION NUMBER :
   DISC. REASON CODE :

                                     EXCEPTION INDICATOR
   POST-AID CHILD CARE PERIOD          A. SANCTIONS       :
     BEGIN DATE:                       B. EXEMPTIONS      :
     END DATE  :                       C. GOOD CAUSE      :
   SOURCE      :                       D. EXTENDER        :
                                       E. REPAY           :


   *INCLUDED IN MONTHS USED          DIVERSION INDICATOR  :



     F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F10=TSUM F11=MEDS F12=TRAC
   48              @:00.1                                            01/02
```

TIME CLOCK EXCEPTION SUMMARY (EDET) and associated Help Screen – "CALWORKS 48-MONTH CLOCK AFFECTED" indicator field:

```
 EDET                        TRAC INFORMATION SYSTEM
                             TIME CLOCK EXCEPTION DETAIL


   LAST   :                    SUFX :             CIN   :
   FIRST  :                    DOB  :             SSN   :
   MIDDLE :                    SEX  :             ALIEN# :


   EXCEPTION TYPE           :
   DESCRIPTION             :
   EXCEPTION REASON        :
   EXCEPTION START MONTH   :
   EXCEPTION END MONTH     :
   CALWORKS PROGRAM STATUS :
   TANF 60-CLOCK AFFECTED  :
   CALWORKS 48-CLOCK AFFECTED :
   WTW 18/24-CLOCK AFFECTED   :
   COUNTY #                :






     F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F10=TSUM F11=MEDS F12=TRAC
   48              @:00.1                                            01/02
```

INDIVIDUAL DETAIL (IDET) and associated Help Screen – "CAL 48" of the
TIMECLOCK INDICATOR field:

```
IDET                   TRAC INFORMATION SYSTEM
                          INDIVIDUAL DETAIL


 LAST   :                   SUFX :           CIN   :
 FIRST  :                   DOB  :           SSN   :
 MIDDLE :                   SEX  :           ALIEN# :


 BIRTH COUNTRY       :        TIMECLOCK INDICATOR
 BIRTH STATE         :          A. TANF 60        :
 ALTERNATE IDENTITY  :          B. CAL 48         :
 LAST COUNTY OF RECORD :        C. NON-CAL MONTHS :
                                D. WTW 18/24      :


                                EXCEPTIONS INDICATORS
                                  A. SANCTIONS      :
                                  B. EXEMPTIONS     :
                                  C. GOOD CAUSE     :
                                  D. EXTENDER       :
                                  E. REPAY          :


                                DIVERSION INDICATOR  :



     F1=HELP F2=IINQ F3=PREV F4=SCRN F9=NXTSCRN F10=TSUM F11=MEDS F12=TRAC
 48              :00.1                                           01/02
```

The TRAC system's functionality has not been modified, only applicable TRAC
Screen display changes, WDTIP Reports (Approaching Clocks, Exceeding
Clocks, and Monthly Projections), Time Clock Calculations, Web Based Training
Modules have all been modified due to this Policy change.

COUNTY CONTACTS AND INFORMATION SHEET
The WDTIP County Contacts List is located in the WDTIP Web Site's *Contact Us*
section. The Contacts List is updated quarterly by CDSS; if you have changes to the
current WDTIP County Contacts List, please notify Valerie Delaney at
valerie.delaney@dss.ca.gov or (916) 654 – 5163.

CDSS CONTACT
WDTIP Time Limit Policy questions should be directed to Mahsa Patton at
mahsa.patton@dss.ca.gov or (916) 651 -9147, or Haunani Pakaki at
haunani.pakaki@dss.ca.gov or (916) 654 – 1786.

WDTIP Welfare-to-Work Policy questions should be directed to Ted Manas at
ted.manas@dss.ca.gov or call (916) 654-9416.

WDTIP HELP DESK
The WDTIP Help Desk's e-mail address: wdtip2@osi.ca.gov

Please remember the WDTIP Help Desk was established as a second-level response for County WDTIP issues. It is an expectation that your Consortia Help Desk be the first contact when trying to resolve WDTIP related issues.

When calling the WDTIP Help Desk regarding a processing or transaction problem, please provide the following, that will assist in issue resolution:

> ➢ CIN (Please Note: *DO NOT send SSN information* **electronically due to data security concerns.**)
> ➢ TRAC screen prints and/or other appropriate examples. When possible, it is very helpful to also provide examples of the record(s) before the problem occurred.
> ➢ Batch Number and Batch Date in which the transactions were sent.
> ➢ Related Exception information.
> ➢ Any other information that will assist in issue resolution.

WDTIP TRAINING
TRAC Web Based Training modules are available at the WDTIP Web Site. Training includes, but is not limited to: updating Program Participation, updating Child Support Reimbursements, Time Clock screens, and an overview of the TRAC screens. To review the training modules, please visit: http://www.wdtip.ca.gov/training.shtml

REMINDERS
> ➢ WDTIP website address: http://www.wdtip.ca.gov/
> ➢ WDTIP Help Desk toll-free number is (877) 365 - 7378.
> ➢ WDTIP Help Desk fax number is (916) 263 – 3419
> ➢ WDTIP Staff hours are 8:00 a.m. to 5:00 p.m. - Monday through Friday.
> ➢ WDTIP Staff and County Contact information is available in the *Contact Us* section of the WDTIP website.

ACL's ADRESSED IN THIS BULLETIN
ACL 10-30E:
http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2010/10-30E.pdf
ACL 11-33
http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2011/11-33.pdf
ACL 11-34
http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2011/11-34.pdf