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# WDTIP Bulletin

Date: August 2013

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## WDTIP UPDATES

- On July 27, 2013 - the TRAC system was modified in order to begin tracking Welfare to Work (WTW) 24-Month Time Clock data. The TRAC system can now maintain all ticking and not ticking of WTW months, for a full statewide view. This system change was due to Senate Bill 1041 and California Department of Social Services (CDSS) All County Letter (ACL) 12-67.

System change highlights are as follows:

### ❖ TRAC Programming Changes:

The new WTW 24-Month Time Clock ***will begin to tick the first of the following month of the earliest WTW Plan Sign Date*** (in conjunction with an active Program Participation record for the same month), effective January 01, 2013.

Clients may have multiple WTW Plan Sign Dates; however, the earliest WTW Plan Sign Date is what will begin the WTW 24-Month Time Clock to tick effective January 01, 2013

All WTW Plan Sign Dates must be submitted to the TRAC system by the Batch File Process via the Consortia Systems.

### ❖ TRAC Screen Changes:

This system change directly impacts the following TRAC screens:

Welfare to Work Summary (**WSUM**) – displays all WTW Plan Sign Dates.

Welfare to Work Calendar (**WCAL**) – displays all WTW ticking and not ticking months.

Time Clock Summary (**TSUM**) – displays summary totals of the three different Time Clocks: TANF 60-Month, CalWORKs 48-Month, WTW 24-Month.

See page four of this Bulletin to view updated TRAC screen shots of the above listed screens and to view a sample of how the earliest Work Plan Sign Date will begin ticking the new WTW 24-Month Time Clock.

There is a field name change throughout the TRAC system's on-line screens; "WTW 18/24" has been replaced with "WTW 24".

Impacted TRAC Help Screens (PF1) have been modified due to the new WTW 24-Month Time Clock.

❖ **WDTIP Reports & Documentation Changes:**

The following Monthly WDTIP Reports have been modified due to the new WTW 24-Month Time Clock Policy: *Approaching Clocks*, *Exceeding Clocks*, and *Monthly Projections*.

All impacted WDTIP documentation has been updated to reflect the new WTW 24-Month Time Clock Policy. If you would like an updated TRAC User Manual, please contact the WDTIP Help Desk and a soft-copy will be e-mailed to you.

❖ **WDTIP Future Changes:**

CDSS will address the 20% Cap and Extenders later this year, via an ACL – at which point, WDTIP will initiate the system changes for these required changes.

As of this date, only WTW Clients from the C-IV Counties have their WTW 24-Month Time Clock data displayed in TRAC. CalWIN Counties and LEADER (Los Angeles County) will begin submitting WTW 24-Month records to TRAC in the near future. Once this begins, all California WTW Clients will have their WTW 24-Month Time Clock data displayed in TRAC.

❖ **TRAC Code Additions & Updates:**

New WTW 24-Month Time Clock Program Exception Codes:

- **03/317** – Reengagement Process (per ACL 13-02)
- **03/318** – Exemption for child 0-23 Months of age (per ACL 13-19)
- **03/319** – Meeting Federal Standards (per ACL 13-19)
- **03/320** – Excused 2<sup>nd</sup> Parent from WTW Activities (per ACL 13-19)
- **03/321** – Participating in Appraisal, Assessment, or Development

of a WTW Plan (per ACL 13-19)

- **03/322** – Participating in Job Search (per ACL 13-37)
- **04/408** – WTW Good Cause (per ACL 13-37)

The Effective End Date has been extended to December 31, 2014 for the following Program Exception Code (per ACL 13–01):

**03/316** – Parents caring for a child age 12 to 23 months and/or two children under age six. **Reminder:** This code is being extended to account for the CalWORKs AB X4 4 Reengagement Population. No persons should be entered into this code after December 31, 2013, as this exemption is no longer available to clients after that time.

The Effective End Date was modified to December 31, 2012 for the following Program Exception Code (per ACL 13–02):

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

CDSS has issued a new Tribal TANF Code:

- **XP** – Pechanga Band of Luiseno Mission Indians

- At the request of CDSS, the WDTIP Help Desk now processes “out-of-state time on aid” requests submitted by California’s Tribal TANF Program Providers. The following Client information is now provided by the WDTIP Help Desk:
  - a). the total number of TANF months used,
  - b). the last date cash aid was give (Program Participation),
  - c). the last County which issued cash aid (Program Participation).
- Please refer to latest version of *Appendix 1 - TRAC Reference Codes v31 (August 2013)* to review further details of all the listed Exception Codes & Tribal TANF Code and their impact on the three different Time Clocks (TANF 60-Month, CalWORKs 48-Month, WTW 24-Month). This document can be viewed or downloaded (in either PDF or MS WORD format) from the WDTIP Web Site: <http://www.wdtip.ca.gov/reference/systemdoc.shtml>
- The WDTIP Office participated in Disaster Recovery Exercises with the Department of Health Care Services (DHCS). The following Counties assisted with these Exercises: Fresno, Monterey, San Diego, Trinity and Yuba. Thank you and all of your efforts were greatly appreciated

- Listed below are the modified WTW 24-Month Time Clock Screen Shots and an example. The following TRAC records are required in order to begin ticking the WTW 24-Month Time Clock in the TRAC system.

First, a Client must have an active Program Participation record on the Program Summary (PSUM) screen. In this scenario, there are PSUM records from “01/2013 to 04/2013” and the system date is April 2013:

```

PSUM                                TRAC INFORMATION SYSTEM
                                PROGRAM SUMMARY

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

SEL  CNVRTD  COUNTY  AID CD  SERIAL  FBU  PRSN  PROGRAM  START  END
=    Y       12     30    1234567  0   00   CALWORKS  04/2013  04/2013
-    Y       12     30    1234567  0   00   CALWORKS  03/2013  03/2013
-    Y       12     30    1234567  0   00   CALWORKS  02/2013  02/2013
-    Y       12     30    1234567  0   00   CALWORKS  01/2013  01/2013

```

PSUM Screen

```

WSUM                                TRAC INFORMATION SYSTEM
                                WELFARE TO WORK 24-MO SUMMARY

OVERLAPPING PROGRAM PAR'  LAST :                               SUFX :                               CIN :
SELE:                     FIRST :                             DOB :                               SSN :
                           MIDDLE :                          SEX :                               ALIEN# :

F1=HELP F2=IINQ F3=PREV  SEL  CNTY #  WORKPLAN SIGN DATE  RECEIVED DT
48  :00.0  =    12    01/15/2013  01/15/2013

```

WSUM Screen

PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

09/03

Second, the Client must have a Work Plan Sign Date (submitted via batch file transaction). The Work Plan Sign Date is displayed on the Welfare to Work 24-Month Summary (WSUM) screen.

For this scenario, the Work Plan Sign Date is for “January 15, 2013”; therefore, this Client’s WTW 24-Month Time Clock will begin to tick effective *February 01, 2013*.

Multiple Work Plan Sign Dates can be displayed on the WSUM screen. However, the earliest Work Plan Sign Date will initiate the WTW 24-Month Time Clock to begin ticking.

Once again, the WTW 24-Month Time Clock will begin to tick effective, the first of the following month of the earliest Work Plan Sign Date ("01/15/2013" for this scenario).

The modified WTW 24-Month Calendar (WCAL) screen:

```

WCAL
TRAC INFORMATION SYSTEM
WTW 24-MONTH CALENDAR

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

EARLIEST WTW PLAN SIGN DATE      : 01/15/2013
WTW 24-MONTH TIME CLOCK START MONTH : 02/2013
WTW 24-MONTH TIME CLOCK END MONTH  :
WTW 24-MONTHS USED                : 003
EXCEPTION MONTHS                  : 000
EXTENSION MONTHS (INCLUDED IN MOS USED): 000

                JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
2013           -  Y  Y  Y  -  -  -  -  -  -  -  -

                                PAGE: 01/01
F1=HELP F2=IINQ F
48

```

WCAL Screen

```

F1=HELP F2=IINQ F
48

```

```

TSUM
TRAC INFORMATION SYSTEM
TIME CLOCK SUMMARY

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

MONTHS USED INCLUDES NON-CONVERTED DATA: N

TIME CLOCK START MONTH    TANF 60    CALWORKS 48    WTW 24
TIME CLOCK END MONTH      01/2013    01/2013    02/2013
MONTHS USED                004        004        003
NON-CAL MONTHS *          000        000        N/A
WTW EXTENSION MONTHS *    N/A        N/A        000
EXCEPTION MONTHS          000        000        000
REPAY MONTHS              000        000        N/A

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

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

```

TSUM Screen

The modified Time Clock Summary (TSUM) screen now displays a Client's Time Clock summary totals for all three Programs; TANF 60-Month, CalWORKs 48-Month and Welfare to Work 24-Month.

**If there is a WTW Plan Sign Date after November 30, 2004 and prior to January 01, 2013 AND there is a Program Participation record for January 2013; THEN, the WTW 24-Month Time Clock will begin to tick effective on January 01, 2013. Otherwise, the WTW 24-Month Time Clock will always begin to tick effective the first of the following month.**

## 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 - if you have any changes to the current WDTIP County Contacts List, please contact the WDTIP Help Desk.

## CDSS CONTACTS

WDTIP Time Limit Policy questions should be directed to Haunani Pakaki at [haunani.pakaki@dss.ca.gov](mailto:haunani.pakaki@dss.ca.gov) or (916) 654 – 1786 and Dave Althausen at [dave.althausen@dss.ca.gov](mailto:dave.althausen@dss.ca.gov)

WDTIP Welfare-to-Work Policy questions should be directed to the CDSS Employment Bureau at (916) 654 - 2137.

## WDTIP HELP DESK

The WDTIP Help Desk's e-mail address: [wdtip2@osi.ca.gov](mailto: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 (WBT) 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/login.shtml>

Please note, due to a security audit, County users will need a User ID and Password to access the WBT modules. Feel free to contact the WDTIP Help Desk for this information.

## 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.

**ACL's ADRESSED IN THIS BULLETIN**

ACL 12-67:

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2012/12-67.pdf>

ACL 13-01:

<http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2013/13-01.pdf>

ACL 13-02:

<http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2013/13-02.pdf>

ACL 13-19:

<http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2013/13-19.pdf>

ACL 13-37:

<http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2013/13-37.pdf>

**Question and Answer ACL's regarding the  
new WTW 24-Month Time Clock:**

ACL 13-15:

<http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2013/13-15.pdf>

ACL 13-37

<http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2013/13-37.pdf>

ACL 13-52

<http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2013/13-52.pdf>

ACL 13-59

<http://www.dss.cahwnet.gov/lettersnotices/EntRes/getinfo/acl/2013/13-59.pdf>