
WDTIP Bulletin

Date: September 2018

WDTIP UPDATES

I. TRAC Code Additions & Updates:

~ CDSS has issued the following new Aid Codes, per *ACL 17-01*, with an Effective Start Date of January 01, 2017:

- **R1** – TCVAP CalWORKs
- **1V** – Refugee Cash Assistance, i.e. TCVAP Cash Assistance

Refer to the updated *TRAC Reference Codes v.35* document to review Time Clock impact of these new Aid Codes.

~ CDSS has issued the following new Program Exception Code (Welfare to Work 24- Month Time Clock related), per *ACL 15-62*, with an Effective Start Date of March 15, 2015:

- **02/209** – Removed from Aid

~ In addition, CDSS has issued the following new Tribal TANF Codes:

- **XO** - Shingle Springs Rancheria
- **XP** - Pechanga Band of Luiseño Mission Indians
- **XQ** - Tuolumne Band of Me-Wuk Indians
- **XR** - California Tribal TANF Partnership (CTTP)
- **XS** - Morongo Band of Mission Indians
- **XT** - North Fork Rancheria (NFR)
- **XU** - Owens Valley Career Development Center (OVCDC)
- **XV** - Owens Valley Career Development Center (OVCDC)
- **XW** - Pechanga Band of Luiseno Mission Indians
- **XX** - Scott's Valley Rancheria
- **XY** - Tolowa Dee-ni'Nation
- **XZ** - Torres Martinez Tribal TANF (TMTT)

II. New TRAC functionality

TRAC on-line 'internal record splitting' for Program Participation Record and Exception Update multi-month entries. This new automated functionality will only work for time periods of 12-months or less (UPRG/UPEX screens only). However, to delete records, the User must delete one record at a time (for each screen).

Program Participation Update (UPRG) Screen:

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UPRG
TRAC INFORMATION SYSTEM
PROGRAM PARTICIPATION UPDATE

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

COUNTY ID : 01 - - - - - (COUNTY #/AID/SERIAL #/FBU/PRSN #)

PROGRAM TYPE CODE : -
PARTICIPANT TYPE CD: -
PROGRAM START DATE : - / - / -
PROGRAM END DATE : - / - / -
PGMPT SYS CODE : CTWF
DISC REASON CODE : -
    
```

1

```

UPRG
TRAC INFORMATION SYSTEM
PROGRAM PARTICIPATION UPDATE

1010 - PLEASE ADD DATA
F1=HELP F2=IINQ F3=PREV F4=SCRN F5=f
F10=TSUM F11=MEDS F12=TRAC

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

COUNTY ID : 01 - 30 - 0000000 - 0 - 00 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

PROGRAM TYPE CODE : 04
PARTICIPANT TYPE CD: A
PROGRAM START DATE : 01 / 01 / 2018
PROGRAM END DATE : 06 / 30 / 2018
PGMPT SYS CODE : CTWF
DISC REASON CODE : 099

ADD RECORD(S) (Y/N)? Y

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL
F10=TSUM F11=MEDS F12=TRAC
    
```

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```

PSUM
TRAC INFORMATION SYSTEM
PROGRAM SUMMARY

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

SEL CNVRTD COUNTY AID CD SERIAL FBU PRSN PROGRAM START END
- Y 01 30 0000000 0 00 CALWORKS 06/2018 06/2018
- Y 01 30 0000000 0 00 CALWORKS 05/2018 05/2018
- Y 01 30 0000000 0 00 CALWORKS 04/2018 04/2018
- Y 01 30 0000000 0 00 CALWORKS 03/2018 03/2018
- Y 01 30 0000000 0 00 CALWORKS 02/2018 02/2018
- Y 01 30 0000000 0 00 CALWORKS 01/2018 01/2018

OVERLAPPING PROGRAM PARTICIPATION : N
SELECT ONE AND PRESS ENTER
PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPRG F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC
    
```

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Exception Update (UPEX) Screen:

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UPEX                                TRAC INFORMATION SYSTEM
                                EXCEPTION UPDATE

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

COUNTY ID : 01 - _ - _ - _ - _ - _ (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE : _ / _ / _          EXCEPTION REASON : _ / _ / _
START DATE      : _ / _ / _          END DATE        : _ / _ / _
    
```

1

```

1010 - PLEASE ADD DATA
F1=HELP F2=IINQ F3=PREV F4=SCRN F5=P
F10=TSUM F11=MEDS F12=TRAC
    
```

```

UPEX                                TRAC INFORMATION SYSTEM                                08/14/2018
                                EXCEPTION UPDATE

LAST : BROWN                        SUFX :                               CIN : 76433502H
FIRST : BETTY                       DOB : 03/02/1990                    SSN : 888-88-8888
MIDDLE :                             SEX : F                               ALIEN# :

COUNTY ID : 01 - 30 - 0000000 - 0 - 00 (COUNTY #/AID/SERIAL #/FBU/PRSN #)

EXCEPTION TYPE : 03                 EXCEPTION REASON : 302
START DATE      : 01 / 01 / 2018    END DATE        : 04 / 30 / 2018

ADD RECORD (Y/N)?      Y

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=PREC F6=NREC F7=ADD F8=MOD F9=DEL
F10=TSUM F11=MEDS F12=TRAC
    
```

2

```

ESUM                                TRAC INFORMATION SYSTEM
                                TIME CLOCK EXCEPTION SUMMARY

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

SEL REASON DESCRIPTION              CTY-AID-SER-FBU-PRSN  START  END
- 302 Disabled                      01-30-0000000-0-00   04/2018 04/2018
- 302 Disabled                      01-30-0000000-0-00   03/2018 03/2018
- 302 Disabled                      01-30-0000000-0-00   02/2018 02/2018
- 302 Disabled                      01-30-0000000-0-00   01/2018 01/2018

                                SELECT ONE AND PRESS ENTER                                PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F5=UPEX F7=UP F8=DN F10=TSUM F11=MEDS F12=TRAC
    
```

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This new functionality will only work for time periods of 12-months or less.

- Please refer to the latest version of *Appendix 1 - TRAC Reference Codes v35 (August 2018)* to review further details of the listed Aid Codes, Time Clock Exception Code & new Tribal TANF Codes 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/system.shtml>

- LEADER (Los Angeles County) has converted to the Leader Replacement System (LRS) and the WDTIP Team worked closely with Los Angeles County and additional Staff on making this a smooth transition, regarding the TRAC interface.
- Reminder: With *ACL 06-27* – the elimination of WTW Durational Sanctions took effect on July 12, 2006. The only WTW Sanction Code to be used in TRAC for tracking WTW Sanctions must be 02/200 (after July 12, 2006). This means that the Exception Codes 02/201 and 02/202 – should no longer be used for tracking WTW Sanctions in the TRAC system.

The WDTIP Team worked closely with C-IV Staff on record clean-up of the WTW Durational Sanctions. All C-IV County WTW Sanctions are now being submitted to TRAC - only using the 02/200 WTW Sanction Code. In addition, all TRAC on-line entries, from C-IV Counties, can only be submitted using the 02/200 WTW Sanction Code.

- CDSS has issued a new Welfare to Work County Contacts List, per *ACIN I-44-18*. This new listing is only for WTW Time Clock related questions/issues.

WDTIP COUNTY CONTACTS

The WDTIP County Contacts List is located in the WDTIP Web Site's *County Contact* 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 Shawn Dorris at shawn.dorris@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
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:

- Provide the 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 Modules include, but are 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 an internal 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.

ACLs/ACINs ADDRESSED IN THIS BULLETIN

ACL 06-27:

<http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl06/pdf/06-27.pdf>

ACL 15-62:

<http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2015/15-62.pdf>

ACL 17-01:

<http://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2017/17-01.pdf>

ACIN 18-44:

http://www.cdss.ca.gov/Portals/9/ACIN/2018/I-44_18.pdf?ver=2018-07-18-084911-413