

# *Supportive Services*

**Welfare Data Tracking  
Implementation Project**

# Permissions Needed to Update Supportive Services

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- The County worker must have TRAC update capability in order to add/update/delete Supportive Services records.
- Supportive Services records are entered through the Supportive Services Update (USSO) screen.
- A County may only update their own county records.

# USSO Screen

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- The USSO Screen allows for online inquiry and updates in instances where an individual receives a “Supportive Services Only” payment and no corresponding cash aid payment for the same month.
- “Supportive Services Only” is considered cash assistance, for the purposes of the TANF 60-month time limit, if provided to ***unemployed families***.

# TRAC Navigation

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- TRAC is accessed through the MEDS system.
- At the MEDS Main Menu, type “Y” at the Menu Option line, and then hit the ENTER key. This will allow you to access the TRAC production system.

# MEDS Inquiry Request Menu

MENU

\*\* INQUIRY REQUEST MENU \*\*

BUC - 01/25/07  
10:13:11

OPTION ?

(F12) R = INQR - MEDS CLIENT INQUIRY BY ID NUMBER  
(F22) N = INQN - STATEWIDE INQUIRY FOR FILE CLEARANCE  
(F23) W = INQW - WHOLE CASE INQUIRY (CASE MEMBER INQUIRY)  
(F21) X = INXR - CROSS REFERENCE FILE INQUIRY  
S = SOCR - SHARE OF COST SPENDDOWN CASE MEMBERS/STATUS  
P = - MEDS IMMEDIATE NEED ELIGIBLE RECORD (FUTURE)  
T = INXT - MEDS IMMEDIATE NEED COUNTY ID CROSS REFERENCE  
(F20) A = INWA - MEDS WORKER ALERTS  
H = HOLD - MEDS WORKER ALERTS FOR "HOLD" RECORDS  
(F11) M = MOPI - MEDS ONLINE POS INQUIRY  
  
(F19) I = IEVS - INCOME AND ELIGIBILITY VERIFICATION SYSTEM MENU  
G = HEMI - HEALTH ACCESS PROGRAMS INQUIRY MENU (CCS/GHPP)  
K = IAPP - APPLICATION TRACKING INQUIRY MENU  
O = HOME - HOMELESS ASSISTANCE PROGRAM MENU  
V = HIAR - HEALTH INSURANCE SYSTEM MENU (ACTION REQUEST MENU)  
Y = TRAC - TRAC INFORMATION SYSTEM MAIN MENU (PRODUCTION)  
Z = TRAT - TRAC INFORMATION SYSTEM MAIN MENU (TRAINING)

FOR DETAILED EXPLANATIONS OF THE INQUIRY OPTIONS LISTED PRESS F13

# TRAC Main Menu

```
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 24-MONTH CALENDAR        WCAL

                                SELECT A SCREEN NUMBER AND PRESS ENTER : __

                                F1=HELP F3=EXIT F11=MEDS

4B  :00.1 19/60
```

# TRAC Navigation

---

- On TRAC's Main Menu, type 16 on the screen number line and then hit the ENTER key for the USSO Screen.
- Before TRAC displays the supportive services records, you will need to identify the correct individual in TRAC.
- TRAC will display the Individual Inquiry (IINQ) screen. You may search for an individual by CIN, SSN, Last Name, etc.

## Select Individual

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- On the IINQ Screen, enter the CIN, the Social Security Number, or your search criteria for the individual.
- Match(es) that meet your selection criteria will be displayed.
- ISUM will display one or more individuals that meet your search criteria.



# IINQ Screen

```
IINQ                                TRAC INFORMATION SYSTEM
                                     INDIVIDUAL INQUIRY

SEARCH CRITERIA - ENTER 1 OR MORE
SSN      :  ___ - ___ - ____
CIN      :  _____
ALIEN #   :  A _____
COUNTY ID :  ___ - ___ - _____ - _ - _ (COUNTY #/AID/SERIAL #/FBU/PRSN #)

*****OR*****

SEARCH CRITERIA - ENTER FIELDS
                LAST*                FIRST                MIDDLE                SUFX
NAME:  _____

                SPECIFIC                -OR-                RANGE
DOB:   ___ / ___ / ____                FROM :  ___ / ___ / ____
                TO :  ___ / ___ / ____

SEX:   _
      *MANDATORY

                ENTER SEARCH CRITERIA AND PRESS ENTER

                F1=HELP F5=AIND F11=MEDS F12=TRAC

4B  :00.1 05/14
```

# IINQ Search Results by CIN

```
ISUM                                TRAC INFORMATION SYSTEM
                                INDIVIDUAL RESPONSE SUMMARY
LAST      :                      SUFX :                      CIN      : 72055812H
FIRST     :                      DOB  : / /                      SSN      : - -
MIDDLE    :                      SEX  :                      ALIEN#   :
**** 01 MATCH(ES) FOUND ON CIN ***** PAGE: 01/01
SEL  CIN/      SSN/      LAST NAME/      MIDDLE/      SUFX/
     ALIEN#     COUNTY #  FIRST NAME     DOB           SEX
=    72055812H  254-67-9165   III           01/19/1945   F
     88         AAA
```

SELECT ONE AND PRESS ENTER  
F1=HELP F3=PREV F5=AIND F7=UP F8=DOWN F9=IDET F11=MEDS F12=TRAC

# IINQ Search by Name

```
ISUM                                TRAC INFORMATION SYSTEM
                                INDIVIDUAL RESPONSE SUMMARY
LAST   : III                      SUFX   :
FIRST  : AAA                      DOB    : / /
MIDDLE :
****  25 MATCH(ES) FOUND ON NAME ***** PAGE: 03/05
SEL   CIN/      SSN/      LAST NAME/  MIDDLE/  SUFX/
      ALIEN#    COUNTY #  FIRST NAME MIDDLE/  SEX
      32432232A - -      A          DOB      SEX
      =          19      A          01/01/1939 F
      72055812H  254-67-9165 III       01/19/1945 F
      -          88      AAA
      39068271A  531-45-5684 A         08/26/1947 M
      -          54      MR.
      32674230A  199-28-1621 AAA       03/15/1949 M
      -          88      FATHER
      39664230A  180-10-1081 AAA       03/17/1949 M
      -          88      FATHER

F1=HELP F3=PREV F5=AIND F7=UP F8=DOWN F9=IDET F11=MEDS F12=TRAC
4B  :00.1 09/03
```

# USSO Screen Fields

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- County # - represents the county who issued the supportive services only payment.
- Reason – type of supportive service payment received by the client.
- Effective Month – represents the month when the client received the supportive services only payment.
- Employed – identifies whether or not the selected individual is employed. This field may be either “Y” or “N”.

# USSO Screen

```
USSO                                TRAC INFORMATION SYSTEM
                                     SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                        SUFX   :                               CIN   : 72055812H
FIRST  : AAA                        DOB    : 01/19/1945        SSN   :
MIDDLE :                               SEX    : F                               ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL  COUNTY #  REASON  EFFECTIVE MONTH  EMPLOYED

*****
ADD A NEW RECORD (A):
  SEL          REASON  EFFECTIVE MONTH  EMPLOYED
  =           --      -- / ----          -

                                     PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.
F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.5 19/05
```

# USSO Screen – A for Add, M for Modify, D for Delete

```
USSO                                TRAC INFORMATION SYSTEM
                                     SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                        SUFX   :                               CIN    : 72055812H
FIRST  : AAA                        DOB    : 01/19/1945        SSN    :
MIDDLE :                               SEX    : F                               ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL   COUNTY #   REASON   EFFECTIVE MONTH   EMPLOYED

*****
ADD A NEW RECORD (A):
  SEL           REASON   EFFECTIVE MONTH   EMPLOYED
  =             --      -- / ----           -

                                     PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.
F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.5 19/05
```

# TRAC Reference Codes

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- In the TRAC Reference Codes document, under the “Supportive Services Reason Type Codes” section - will identify valid codes that may be used in the USSO Reason field.

# Supportive Services Reason Codes

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SUPPORTIVE SERVICES REASON TYPE CODE	SHORT NAME	HELP TEXT
01	CHILD CARE	Child Care Assistance Made Available to a Former Recipient of Aid
02	TRANSPORTATION	Transportation Assistance Made Available to a Former Recipient of Aid
03	ANCILLARY	Ancillary Assistance Made Available to a Former Recipient of Aid
04	OTHER	Other Assistance Made Available to a Former Recipient of Aid



# How does TRAC treat supportive services?

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- A supportive services with an employed flag of “N” is treated as a program type code “SG” and aid code of “SS”.
- The TRAC Reference Codes, under the Program Participation Type Code section, identifies the time clock impact of a SG/SS record.

# Program Participation Type Code

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A SG/SS record will tick the TANF 60-month clock, but not the CalWORKs 48-month clock.

PGM TYPE CD	AID CD	START DATE	END DATE	PGM PT TYP TXT	FED STATE ONLY IND	TANF 60 FG	CW 48 FG	CW 1824 FG	DIV FG
SG	SS	1/1/98		SYSTEM GENERATED- Individual is a Former Recipient of Cash Aid and Receives Only Child Care, Case Management or Supportive Services. – TANF/CalWORKs funds.	N	Y	N	N	N

# How to Add Supportive Services Only Record

---

- From the “Add a New Record” Section of the USSO screen, type the letter “A” in the “SEL” field and then press the ENTER key.
- The system will be ready to accept new record data.
- The effective month must be entered in MM/YYYY format.

# Enter A in the SEL Field

```
USSO                                TRAC INFORMATION SYSTEM
                                     SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                        SUFX  :                               CIN   : 72055812H
FIRST  : AAA                        DOB   : 01/19/1945          SSN   :
MIDDLE :                               SEX   : F                               ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL   COUNTY #   REASON   EFFECTIVE MONTH   EMPLOYED

*****
ADD A NEW RECORD (A):
  SEL           REASON   EFFECTIVE MONTH   EMPLOYED
  A             ==      -- / ----          -

                                     PAGE: 01/01

4000 - PLEASE ENTER DATA AND PRESS ENTER.
      F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1 19/23
```

## USSO Record

---

- Type in a two digit number for the reason code. Use the TRAC Reference Codes to determine the correct value.
- Type in a effective month, using the MM/YYYY format.
- Type in either a “N” for unemployed or “Y” for employed.





# Record Successfully Added

```
USSO                                TRAC INFORMATION SYSTEM
                                     SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                        SUFX   :                               CIN   : 72055812H
FIRST  : AAA                        DOB    : 01/19/1945          SSN   :
MIDDLE :                               SEX    : F                               ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL  COUNTY #  REASON  EFFECTIVE MONTH  EMPLOYED
  =    01        01      03 / 2013          N

*****
ADD A NEW RECORD (A):
  SEL          REASON  EFFECTIVE MONTH  EMPLOYED
  -            --      -- / ----          -

                                     PAGE: 01/01

1070 - RECORD ADDED SUCCESSFULLY.
      F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1 10/05
```



## IDET Clock Indicators

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- The IDET indicators for the TANF 60-month and CAL 48-month displays “Y”, indicating that time clocks have been initialized for the client.
- The IDET screen does not have a separate indicator for supportive services only records.

# IDET Clock Indicators

```
IDET                                TRAC INFORMATION SYSTEM
                                       INDIVIDUAL DETAIL

LAST   : III                          SUFX  :                               CIN   : 72055812H
FIRST  : AAA                          DOB   : 01/19/1945                SSN   :
MIDDLE :                               SEX   : F                            ALIEN# :

BIRTH COUNTRY      :                               TIMECLOCK INDICATOR
BIRTH STATE        :                               A. TANF 60                : Y
ALTERNATE IDENTITY : N                       B. CAL 48                 : Y
LAST COUNTY OF RECORD : 8                    C. NON-CAL MONTHS       : N
                                       D. WTW 24                 : N

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

                                       DIVERSION INDICATOR      : N

F1=HELP F2=IINQ F3=PREV F4=SCRN F9=NXTSCRN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1 01/02
```

## Clock Impact

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- A supportive services record with a “N” employed flag will tick the TANF 60-month clock. The CalWORKs 48-month clock is unaffected. (The WTW 24-month time clock has not been initialized.)
- Time clock summary is displayed in the Time Clock Summary (TSUM) screen.

# TSUM Screen

```
TSUM                                TRAC INFORMATION SYSTEM
                                     TIME CLOCK SUMMARY

LAST   : III                        SUFX  :                               CIN   : 72055812H
FIRST  : AAA                        DOB   : 01/19/1945                SSN   :
MIDDLE :                               SEX   : F                          ALIEN# :

MONTHS USED INCLUDES NON-CONVERTED DATA: N

TIME CLOCK START MONTH              TANF 60                CALWORKS 48                WTW 24
03/2013                               03/2013

TIME CLOCK END MONTH
MONTHS USED                          001                    000                        000
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 : 08/15/2013
OVERLAPPING PROGRAM PARTICIPATION :   N
* INCLUDED IN MONTHS USED

F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC
4B  :00.1 01/02
```

## Clock Detail Screens

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- The detail information about TANF and CalWORKs clocks are displayed respectively on the TANF 60-Month Calendar (TCAL) screen and the CalWORKs 48-month Calendar (KCAL) screen.
- The WTW 24-month time clock has not been initialized.

# TCAL Screen

```
TCAL                                TRAC INFORMATION SYSTEM
                                     TANF 60-MONTH CALENDAR

LAST   : III                        SUFX   :                               CIN    : 72055812H
FIRST  : AAA                        DOB    : 01/19/1945          SSN    :
MIDDLE :                               SEX    : F                               ALIEN# :

TANF 60-MONTHS USED INCLUDES NON-CONVERTED DATA : N

TANF 60-MONTH TIME CLOCK START MONTH      : 03/2013
TANF 60-MONTH TIME CLOCK END MONTH        :
TANF 60-MONTHS USED                        : 001
NON-CAL MONTHS (INCLUDED IN MONTHS USED)   : 000
EXCEPTION MONTHS                           : 000
REPAY MONTHS                               : 000

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

                                     PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1 01/02
```

# KCAL Screen

```

KCAL                                TRAC INFORMATION SYSTEM
                                     CALWORKS 48-MONTH CALENDAR

LAST   : III                        SUFX   :                               CIN   : 72055812H
FIRST  : AAA                        DOB    : 01/19/1945          SSN   :
MIDDLE :                               SEX    : F                               ALIEN# :

CALWORKS 48-MONTHS USED INCLUDES NON-CONVERTED DATA: N
CALWORKS 48-MONTH TIME CLOCK START MONTH : 03/2013
CALWORKS 48-MONTH TIME CLOCK END MONTH   :
CALWORKS 48-MONTHS USED                   : 000
NON-CAL MONTHS (INCLUDED IN MONTHS USED)  : 000
EXCEPTION MONTHS (EXCLUDES EXTENDER MOS)  : 000
EXTENDER MONTHS (INCLUDED IN MONTHS USED) : 000
REPAY MONTHS                              : 000

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

                                     PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1 01/02
```

# How to Modify Supportive Services Record

---

- Type the letter “M” in the “SEL” field of the record to be modified and then hit the ENTER key.



# Record Ready for Modification

```
USSO                                TRAC INFORMATION SYSTEM
                                     SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                        SUFX   :                               CIN   : 72055812H
FIRST  : AAA                        DOB    : 01/19/1945          SSN   :
MIDDLE :                               SEX    : F                               ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL  COUNTY #  REASON  EFFECTIVE MONTH  EMPLOYED
  M    01        01      03 / 2013          N

*****
ADD A NEW RECORD (A):
  SEL          REASON  EFFECTIVE MONTH  EMPLOYED

1700 - PLEASE MODIFY DATA AND PRESS ENTER.
F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1                                     10/23
PAGE: 01/01
```

# Type Y to Modify Record

```
USSO                                TRAC INFORMATION SYSTEM
                                SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                      SUFFIX :                      CIN    : 72055812H
FIRST  : AAA                      DOB    : 01/19/1945        SSN    :
MIDDLE :                          SEX    : F                      ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL  COUNTY #  REASON  EFFECTIVE MONTH  EMPLOYED
  M    01        01     03 / 2013          Y

*****
ADD A NEW RECORD (A):
  SEL          REASON  EFFECTIVE MONTH  EMPLOYED

MODIFY RECORD (Y/N)?  _

PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1 22/25
```

# Record Modified Successfully

```
USSO                                TRAC INFORMATION SYSTEM
                                SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                      SUFFIX :                      CIN    : 72055812H
FIRST  : AAA                      DOB    : 01/19/1945       SSN    :
MIDDLE :                          SEX    : F                ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL   COUNTY #   REASON   EFFECTIVE MONTH   EMPLOYED
  =     01         01       03 / 2013         Y

*****
ADD A NEW RECORD (A):
  SEL           REASON   EFFECTIVE MONTH   EMPLOYED
  -             --      -- / ----         -

                                PAGE: 01/01

1090 - RECORD MODIFIED SUCCESSFULLY.
      F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1                                10/05
```

# Time Clock Recalculations

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- Changing the employed flag from “N” to “Y” will impact the time clocks.
- The following day the time clocks will be recalculated.
- The TSUM screen will show a change in the amount of TANF months.



# TCAL: No Months

TCAL

TRAC INFORMATION SYSTEM  
TANF 60-MONTH CALENDAR

LAST	:	III	SUFFIX	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

TANF 60-MONTHS USED INCLUDES NON-CONVERTED DATA :

TANF 60-MONTH TIME CLOCK START MONTH	:	
TANF 60-MONTH TIME CLOCK END MONTH	:	
TANF 60-MONTHS USED	:	
NON-CAL MONTHS (INCLUDED IN MONTHS USED)	:	
EXCEPTION MONTHS	:	
REPAY MONTHS	:	

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

PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

4B

⌚ :00.1

01/02



## Record Deletion

---

- Type the letter “D” in the “SEL” record for the record to be deleted and then hit the ENTER key.



# Type Y to Delete Record

```
USSO                                TRAC INFORMATION SYSTEM
                                     SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                        SUFX  :                               CIN   : 72055812H
FIRST  : AAA                        DOB   : 01/19/1945          SSN   :
MIDDLE :                             SEX   : F                       ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL  COUNTY #  REASON  EFFECTIVE MONTH  EMPLOYED
  D    01        01      03 / 2013          Y

*****
ADD A NEW RECORD (A):
  SEL          REASON  EFFECTIVE MONTH  EMPLOYED

DELETE RECORD (Y/N)?  _

PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1 22/25
```

# Scenario I

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## Scenario: Different Reason Codes

---

- The type of supportive services received by a client does not impact the time clock calculations.
- The employed flag will determine how the time clocks will be calculated.

## USSO: Different Type of Supportive Services

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- The client received “01- Child Care” for 04/2013 and “02 – Transportation” for 05/2013.
- For the months of 04/2013 and 05/2013, the client was unemployed.
- TANF 60-months will be impacted for services provided during 04/2013 and 05/2013.

# USSO: Two Types of Services

```
USSO                                TRAC INFORMATION SYSTEM
                                     SUPPORTIVE SERVICES ONLY UPDATE

LAST   : III                        SUFX   :                               CIN    : 72055812H
FIRST  : AAA                        DOB    : 01/19/1945          SSN    :
MIDDLE :                               SEX    : F                       ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL   COUNTY #   REASON   EFFECTIVE MONTH   EMPLOYED
  --   -
  =     01         02       05 / 2013             N
  -     01         01       04 / 2013             N

*****
ADD A NEW RECORD (A):
  SEL           REASON   EFFECTIVE MONTH   EMPLOYED
  --           --       -- / ----         -
  -

1070 - RECORD ADDED SUCCESSFULLY.
      F1=HELP F2=IIHQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1                                     PAGE: 01/01                                     10/05
```





# Scenario II

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# Scenario: Supportive Services for Child

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- The client is a child, under the age of 18.
- Supportive services issued and the client was unemployed.
- The TANF 60-month will be impacted.

# USSO: Supportive Services for A Child

```
USSO                                TRAC INFORMATION SYSTEM
                                SUPPORTIVE SERVICES ONLY UPDATE

LAST      : JACK                   SUFFIX   :                   CIN      : 72996371H
FIRST     : JILLS                  DOB      : 09/10/1989       SSN      :
MIDDLE    :                       SEX       : M                   ALIEN#   :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL   COUNTY #   REASON   EFFECTIVE MONTH   EMPLOYED
  =     01         01       06 / 2005         N

*****
ADD A NEW RECORD (A):
  SEL           REASON   EFFECTIVE MONTH   EMPLOYED
  -             --      -- / ----         -

                                           PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
4B  :00.1 10/05
```

## TSUM: TANF Starts 06/2005

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- The client has only a supportive services record for 06/2005.
- TANF start month is 06/2005.
- TSUM shows one month on the TANF clock.







## Conclusion

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- This training module provides an overview of adding, modifying, or deleting a supportive services record.