

County of San Diego, Health and Human Services Agency (HHS)A
Policy and Procedures Guide

Work Participation Rate (WPR) Policy and Procedures for Quality & Eligibility Support Department (QESD)

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Issue Date:

05/07/2019

Purpose:

To establish the policy and procedures to complete Temporary Assistance for Needy Families (TANF)/ Work Incentive Nutritional Services (WINS) WPR reviews.

Background:

The TANF/WINS sample is the basis for the calculation of California's WPRs. These WPRs are used to determine the Federal TANF/WINS penalties and program characteristics. Currently, there are two data collection systems used to collect the data as follows:

Research and Development Enterprise Project (RADEP)	Collects data for the Federal sample in order to fulfill Federal data reporting requirements for the TANF/WINS program. The information in RADEP consists of case characteristics and work participation data.
Enterprise II Lite (E2Lite)	Collects county-specific work participation data based on TANF data reporting requirements for the County sample. The data in E2Lite consists of work participation related data only.

QESD Human Services Control Specialists (HSCSs) are responsible for the completion of RADEP samples only. The Federal requirement is to sample a total of 217 TANF/WINS cases per Federal Fiscal Year. On average, the monthly sample consists of 18 cases and is split into three categories, as follows:

Primary	Consists of cases in an active status at the beginning of the sample month. The sample month is the month prior to the review month.
Secondary	Consists of cases in an active status at the end of the sample month. The sample month is two months prior to the review month.
Supplemental	Consists of cases in an active status in the sample month. The sample month is two months prior to the review month.

NOTE: All three categories are combined to produce the monthly WPRs.

Policy:

TANF and WINS WPRs are reported in RADEP. HSCSs must review the case record to validate actual hours of participation. Reviews must be completed in accordance to the State published Work Verification Plan (WVP). Staff must screen the case for WINS eligibility within 5 business days from the date assigned.

Procedures:

During the first week of every month the California Department of Social Services (CDSS) e-mails the sample lists to QESD. The assignment is equally distributed amongst all staff. Cases must be logged by office support staff.

WINS screening resulting in ineligibility must be emailed to all Supervising Human Services Control Specialists (SHSCSs) for elevation to CalFresh Program.

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References:

State published WVP

Sunset Date:

This policy will be reviewed for continuance by 03/31/2022

Approval for Release:

 5-8-19

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Eligibility Operations