

**WORK FIRST USER'S MANUAL
EPIS INSTRUCTIONS CODES**

Change #2-2009

October 1, 2009

EP500 – CODES
Change #2-2009
October 1, 2009

FIELD 1. COUNTY NUMBERS

NUMBER/COUNTY		NUMBER/COUNTY		NUMBER/COUNTY	
01	Alamance	34	Forsyth	67	Onslow
02	Alexander	35	Franklin	68	Orange
03	Alleghany	36	Gaston	69	Pamlico
04	Anson	37	Gates	70	Pasquotank
05	Ashe	38	Graham	71	Pender
06	Avery	39	Granville	72	Perquimans
07	Beaufort	40	Greene	73	Person
08	Bertie	41	Guilford	74	Pitt
09	Bladen	42	Halifax	75	Polk
10	Brunswick	43	Harnett	76	Randolph
11	Buncombe	44	Haywood	77	Richmond
12	Burke	45	Henderson	78	Robeson
13	Cabarrus	46	Hertford	79	Rockingham
14	Caldwell	47	Hoke	80	Rowan
15	Camden	48	Hyde	81	Rutherford
16	Carteret	49	Iredell	82	Sampson
17	Caswell	50	Jackson	83	Scotland
18	Catawba	51	Johnston	84	Stanly
19	Chatham	52	Jones	85	Stokes
20	Cherokee	53	Lee	86	Surry
21	Chowan	54	Lenoir	87	Swain
22	Clay	55	Lincoln	88	Transylvania
23	Cleveland	56	Macon	89	Tyrrell
24	Columbus	57	Madison	90	Union
25	Craven	58	Martin	91	Vance
26	Cumberland	59	McDowell	92	Wake
27	Currituck	60	Mecklenburg	93	Warren
28	Dare	61	Mitchell	94	Washington
29	Davidson	62	Montgomery	95	Watauga
30	Davie	63	Moore	96	Wayne
31	Duplin	64	Nash	97	Wilkes
32	Durham	65	New Hanover	98	Wilson
33	Edgecombe	66	Northampton	99	Yadkin
				100	Yancey

FIELD 5. CLIENT HISTORY

CODE	VALUE
X	Client History

FIELD 6. TWO PARENT INDICATOR

CODE	VALUE
Y	Two Parent Case
N	Not a Two Parent Case

FIELD 7. 6908 ?

CODE	VALUE
Y	Print DSS-6908 (Default)
N	Do not print DSS-6908

FIELD 9. WORK FIRST FAMILY ASSISTANCE STATUS (INDIVIDUAL)

CODE	VALUE
C	Fleeing Felon
D	Drug Related Felony
H	Misrepresenting Residence
I	Eligible H&I Felon
L	Ineligible H&I Felon
R	Recipient
T	Terminated

FIELD 10. PROGRAM STATUS**(WORK ELIGIBLE INDIVIDUALS)**

CODE	VALUE
B	Mandatory caretaker whose youngest child is age 6 or older
C	Other individuals assigned to Work First active status
<u>F</u>	<u>Disabled and incapacitated individuals with youngest child age 6 years or older</u>
<u>G</u>	<u>Individuals age 65 and over</u>
<u>H</u>	<u>Unable to participate because assistance with necessary child care and transportation cannot be located or provided</u>
L	Single parent of child under age 6

CODE	VALUE
<u>O</u>	<u>Disabled and incapacitated individuals with youngest child age 5 years or younger</u>
Q	Mandatory participant whose family has been granted an extension for <i>Work First Family Assistance</i>
W	Mandatory participant who works 30 hours or more per week regardless of the age of the youngest child

(NON-WORK ELIGIBLE INDIVIDUALS)

D	Child under age 19
I	A parent providing care for a disabled family member living in the home, provided that there is a medical documentation to support the need for the parent to remain in the home to care for the disabled family member.
N	Member of a federally recognized tribe living on a reservation.
S	Single custodial parent caring for a child under age 1
Y	Benefit Diversion (system generated)

FIELD 15. RACE

CODE	VALUE
A	Asian
B	Black or African American
I	American Indian or Alaska Native
P	Native Hawaiian or Other Pacific Islander
U	Unreported
W	White

FIELD 16. SEX

CODE	VALUE
F	Female
M	Male

FIELD 23. EDUCATIONAL STATUS

CODE	VALUE
A	High School Or Equivalency; Enrolled In Educational Activity
B	High School Or Equivalency; Not Enrolled In Educational Activity
C	No High School Or Equivalency; Enrolled In Educational Activity
D	No High School Or Equivalency; Not Enrolled In Educational Activity

FIELD 24. WORK HISTORY STATUS

CODE	VALUE
A	3 Months Or Less
B	4 - 6 Months
C	7 - 9 Months
D	10 -12 Months

FIELD 25. EMPLOYMENT STATUS

CODE	VALUE
A	Not Employed
B	Employed Part-time
C	Employed Full-time

FIELD 26. EDUCATION LEVEL

Indicate highest educational level completed. (For example, if an individual has successfully completed the eleventh grade but not yet earned a high school diploma, the code in Field 26 should be reported as 11.)

CODE	VALUE
00	No Formal Education
01-12	Grade through high school or adult high school (12 indicates certificate of attendance; it does not imply graduation.)
13	High school diploma or equivalent (adult high school diploma, GED)

CODE	VALUE
14	Other credential beyond high school graduation (completed training offered by organizations such as Goodwill, sheltered workshops, Good Works, Center for Employment and Training, etc.)
15	Completed vocational/technical training beyond high school graduation and awarded certificate, diploma by an accredited institution (Contrast with "Other credential," Code 14.)
16	Awarded Associate Degree (Intent is to enter employment rather than continue formal education, e.g., an Applied Science Associate Degree in Engineering Technology.)
17	Completed 1 year of post-secondary education (completed credits to be granted sophomore standing by the institution)
18	Completed 2 years of post-secondary education (completed credits to be granted junior standing by the institution or awarded an associate degree from a college transfer program by an accredited institution)
19	Completed 3 years of post-secondary education (completed credits to be granted senior standing by the institution)
20	Completed 4 years of post-secondary education (senior standing; no degree awarded)
21	Awarded Bachelor's Degree
22	Awarded Graduate Degree (Master's or higher)

FIELD 27. DATE ATTAINED

Enter the date the current education level was attained by the participant. This cannot be a future date. The date must be entered in MM/YY format.

FIELD 28. LITERACY LEVEL

Enter only the CASAS reading score. The valid range of CASAS reading score is 000 and 150-260.

FIELD 29. DATE ATTAINED

Enter the date the literacy level (filed 28) is determined. The date must be entered in MM/YY format.

FIELD 30. INDEX NUMBER

This is a system generated number indicating where the data is stored in the database.

**FIELD 31/32.COMPONENT/ADMINISTRATIVE ACTION - ACTIVITY COMBINATIONS
SUMMARY TABLE**

CODE	VALUE	Valid Activity/ Type Code
AE	Assessment and Employability Planning	00
AW	Alternative Work Experience	15-27
CC	Case Closed	99
CS	Community Services	15-27
ED	Education	01-07
JF	Job Follow-up Services Only (Case Management and/supportive services follow <i>Work First Family Assistance</i> termination)	00
JS	Job Search	00
OA	Other Activities	00
OJ	On-the-Job Training	15-27
OT	Other Training	15-27
PR	Penalty Requested	00
*PS	Post Secondary Education Only	15-27
SA	Substance Abuse	00
ST	Skills Training	15-27
VT	Vocational Training	15-27

****PS" Post-Secondary Education** is when the participant is:

- Enrolled in a college transfer program with the intent of completing a bachelor's degree; **or**
- Enrolled in a bachelor's degree program in a 4-year institution; **or**
- Enrolled in a graduate degree program.

**FIELD 31/32.COMPONENT/ADMINISTRATIVE ACTION - ACTIVITY TYPE
COMBINATIONS DETAIL TABLE**

Activity Type/ Description of Activity	Code	Component/Administrative Action Program Component/ Activity
AE (Assessment/Employability Planning)	00	No specific activities defined
JS (Job Search)	00	No specific activities defined
JF Job Follow-up (Case Management and/or supportive services following Work First Family Assistance termination)	00	No specific activities defined
ED (Education)	01	High School Diploma Program
	02	General Educational Develop (GED)
	03	Adult High School Diploma Program
	04	Literacy Programs
	05	English As a Second Language
	06	Adult Basic Education (ABE)
	07	Other Educational Activity
AW (Alternative Work Experience)	15	Professional/Technical
CS (Community Service)		Occupations -
OJ (On-the-Job Training)		Architecture,
PS (Post Secondary Education)		surveying, engineering,
VT Vocational Training		education, law, medicine,
OT (Other Training)		theology, (i.e., legal
ST (Skills Training)		assistant, registered nurse,
		dental hygienist, medical
		technologist, etc.
	16	Business/Management Skills -Occupations (bookkeeping, accounting, auditing, etc.)
	17	Sales Occupations –Real
		Estate, brokers, transportation, (travel agent),
		hotel, retail trade
	18	Clerical/Secretarial
		Computer Occupations

Activity Type/ Description of Activity	Code	Component/Administrative Action Program Component/ Activity
	19	Service Occupations - Food preparation, cosmetology, domestic service, lodging, recreation, etc.
	20	Child Care
	21	Nurse Aide
	22	Agricultural/Fishery/Forestry and related occupations
	23	Processing Occupations – food, chemicals, plastics, paper, leather, textile manufacturing, etc.
	24	Machine Operating Occupations-Textile, wood machining, printing, metal working, stone, clay, glass
	25	Benchwork/Fabrication/ Assembly Repair Occupations-manufacturing and assembly of products made from various materials
	26	Structural Work Trades- Construction workers, carpenters/helpers, electricians/helpers, painters/helpers, welders/helpers, etc.
	27	Miscellaneous Occupations- Material handling, packaging, shipping, school bus/truck driver
PR (Penalty Requested)	00	Penalty Requested for failure to participate without good cause
CC (Case Closed)	99	Case Closed

FIELD 33. PROVIDER CODE

CODE	VALUE
50	Community College/Technical Institute
51	Department of Social Services (DSS)
52	Employment Security Commission (ESC)
53	Job Training Partnership Act (JTPA)
54	Health Department
55	Community Action Agency (CAA)
56	Division of Vocational Rehabilitation
57	Public Instruction
58	Combination of Providers
59	Other Provider
60	Community Service Provider
61	Center For Employment Training (CET) located in Research Triangle Park, NC

FIELD 36. ENDING REASON - COMPONENTS

CODE	VALUE
1	Successfully completed all requirements of the component activity (received degree, GED, certification, etc.)
2	Did not complete - Unsatisfactory progress or changed educational or training goal
3	Did not complete - Lost child care
4	Did not complete - Lost transportation
5	Did not complete - Participant became ill
6	Did not complete - Other reason
8	Assigned to another <i>Work First</i> Employment component or achieved job entry
9	Did not complete - Illness of a dependent
0	Did not complete - Substance abuse or dependency

ENDING REASON - CASE CLOSURE (CC, 99)	
CODE	VALUE
A	Individual became exempt
G	Individual no longer receiving <i>Work First Family Assistance</i> in your county
7	System Closed Case - County/State Transfer. Participant moved to another state or to another county within the State.

FIELD 37. SELF-INITIATED

CODE	VALUE
Y	Yes. Participation in Post Secondary Education Only (PS) was self-initiated.
N	No. ("N" must be entered on AE, AW, CS, ED, JF, JS, OA , OJ, OT, PR, PC, ST, SA, or VT, components.)

FIELD 41. NUMBER OF WEEKS

CODE	VALUE
1.0-5.0	Countable towards the participation rate for all activity, except JS
1.9-5.9	Individual is not making satisfactory progress in activity. Not countable towards the participation rate.
1.6-5.6	Countable towards the participation rate for JS activity only.

FIELD 43. JOB TYPE

PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS	
CODE	VALUE
01	Occupations in architecture, engineering and surveying
02	Occupations in mathematics and physical sciences
04	Occupations in life sciences
05	Occupations in social sciences
07	Occupations in medicine and health
09	Occupations in education
10	Occupations in museum, library, and archival sciences

PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS	
CODE	VALUE
11	Occupations in law and jurisprudence
12	Occupations in religion and theology
13	Occupations in writing
14	Occupations in art
15	Occupations in entertainment and recreation
16	Occupations in administrative specializations
18	Managers and officials, not elsewhere classified
19	Miscellaneous professional, technical, and managerial occupations

CLERICAL AND SALES OCCUPATIONS	
CODE	VALUE
20	Stenography, typing, filing, and related occupations
21	Computing and account recording occupations
22	Production and stock clerks and related occupations
23	Information and message distribution occupations
24	Miscellaneous clerical occupations
25	Sales occupations, services
26	Sales occupations, consumable commodities
27	Sales occupations, commodities, not elsewhere classified
29	Miscellaneous sales occupations

SERVICE OCCUPATIONS	
CODE	VALUE
30	Domestic service occupations
31	Food and beverage preparation and service occupations
32	Lodging and related service occupations
33	Barbering, cosmetology, and related service occupations
34	Amusement and recreation service occupations
35	Miscellaneous personal service occupations
36	Apparel and furnishings service occupations
37	Protective service occupations
38	Building and related service occupations

AGRICULTURAL, FISHERY, FORESTRY, AND RELATED OCCUPATIONS	
CODE	VALUE
40	Plant farming occupations
41	Animal farming occupations
42	Miscellaneous agricultural and related occupations
44	Fishery and related occupations
45	Forestry occupations
46	Hunting, trapping, and related occupations

PROCESSING OCCUPATIONS	
CODE	VALUE
50	Occupations in processing metal
51	Ore refining and foundry occupations
52	Occupations in processing food, tobacco, and related products
53	Occupations in processing paper and related materials
54	Occupations in processing petroleum, coal, natural and manufactured gas, and related products
55	Occupations in processing chemicals, plastics, synthetics, rubber, paint, and related products
56	Occupations in processing wood and wood products
57	Occupations in processing stone, clay, glass, and related products
58	Occupations in processing leather, textiles, and related products
59	Processing occupations, not elsewhere classified

MACHINE TRADES OCCUPATIONS	
CODE	VALUE
60	Metal machining occupations
61	Metalworking occupations, not elsewhere classified
62	Mechanics repairers
63	Machinery repairers
64	Paper working occupations
65	Printing occupations
66	Wood machining occupations
67	Occupations in machining stone, clay, glass, and related materials
68	Textile occupations
69	Machine trades occupations, not elsewhere classified

BENCHWORK OCCUPATIONS	
CODE	VALUE
70	Occupations in fabrication, assembly, and repair of metal products, not elsewhere classified
71	Occupations in fabrication and repair of scientific, medical photographic, optical, horological, and related products
72	Occupations in assembly and repair of electrical equipment
73	Occupations in fabrication and repair of products made from assorted materials
74	Painting, decorating, and related occupations
75	Occupations in fabrication and repair of plastics, synthetics, rubber, and related products
76	Occupations in fabrications and repair of wood products
77	Occupations in fabrication and repair of sand, stone, clay, and glass products
78	Occupations in fabrication and repair of textile, leather, and related products
79	Bench work occupations, not elsewhere classified

STRUCTURAL WORK OCCUPATIONS	
CODE	VALUE
80	Occupations in metal fabricating, not elsewhere classified
81	Welders, cutters, and related occupations
82	Electrical assembling, installing, and repairing occupations
84	Painting, plastering, waterproofing, cementing, and related occupations
85	Excavating, grading, paving, and related occupations
86	Construction occupations, not elsewhere classified
89	Structural work occupations, not elsewhere classified

MISCELLANEOUS OCCUPATIONS	
CODE	VALUE
90	Motor freight occupations
91	Transportation occupations, not elsewhere classified
92	Packaging and materials handling occupations
93	Occupations in extraction of minerals
95	Occupations in production and distribution of utilities
96	Amusement, recreation, motion picture, radio and television occupations, not elsewhere classified
97	Occupations in graphic art work

FIELD 46a. JOB DEVELOPMENT AND PLACEMENT

CODE	VALUE
Y	Yes. Employment as a result of job development/ placement or participation activity
N	No. Employment not a result of job development/ placement or participation activity

FIELD 46b. EMPLOYMENT TYPE

CODE	VALUE
A	Subsidized private sector employment
B	Subsidized public sector employment
U	Unsubsidized employment

FIELD 51. WAGE RANGE

CODE	VALUE
80	Under \$4.00
81	\$ 4.01 - \$ 4.75
82	\$ 4.76 - \$ 5.50
83	\$ 5.51 - \$ 6.25
84	\$ 6.26 - \$ 7.00
85	\$ 7.01 - \$ 7.75
86	\$ 7.76 - \$ 8.50
87	\$ 8.51 - \$ 9.99
88	\$10.00 and over