

Item 12: Program - Entry Required

Enter one of the following codes to indicate the Program:

FULL TITLE	CODE
Able-Bodied Adults Without Dependents (ABAWDS)	3
Adolescent Parenting Program – TANF - NR*	13
Adult Protective Services Fund - SSBG*	J
Child Care and Development Fund	L
Child Protective Services - State	CPS
Child Welfare State In-Home Expansion	IHE
CPS Expansion	23
Energy Programs Administration	E
Family Planning	F
Family Reunification Fund (Title IV-B-2)	24
Food & Nutrition Services Administration	FS
FNS Employment and Training	S
Food Stamp Workfare	D
General Administration	G
Health Choice	HC
In-Home Aide Services - HCCBG Option A Reporting	H
In-Home Services – Age 17 and Under (State In-Home Services Fund)	C
In-Home Services – Age 18 through 59 (State In-Home Services Fund)	B
In-Home Services – Age 60 and Over (State In-Home Services Fund)	I
IV-E Administrative Activities	Z
LINKS	K
Medicaid Administration	MA
Medicaid Administrative Claiming	MAC
Medical Transportation	T
Non-DSS Reimbursable	N
Permanency Planning – Families for Kids	P
Refugee Assistance	PA
Refugee Medicaid Administration	RM
Repatriation Funds	50
Smart Start*	4
100% SNAP Employment & Training*	S2
SSBG Services	X
State Adult Homes Specialist Fund	O
State/County Special Assistance	SA
State CPS Caseload Reduction Fund*	CRF
TANF 100% Federally Funded	R
TANF CPS FC/Adopt	0
TANF Transferred to SSBG	V
Work First Block Grant	9
Work First Non-DSS Reimbursable	W

* Used only by applicable counties.

- 30 = American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 31 = Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 32 = Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 33 = White/Black/American Indian or Alaskan Native (Non Hispanic or Latino)
- 34 = White/Black/American Indian or Alaskan Native (Hispanic or Latino)
- 35 = White/Black/Asian (Non Hispanic or Latino)
- 36 = White/Black/Asian (Hispanic or Latino)
- 37 = White/Black/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 38 = White/Black/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 39 = White/American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
- 40 = White/American Indian or Alaskan Native/Asian (Hispanic or Latino)
- 41 = White/American Indian or Alaska. Native/Native Hawaiian or Other Pac. Islander (Non Hispanic or Latino)
- 42 = White/American Indian or Alaskan. Native/Native Hawaiian or Other Pac. Islander (Hispanic or Latino)
- 43 = White/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 44 = White/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 45 = Black/American Ind. or Alaskan/Asian (Non Hispanic or Latino)
- 46 = Black/American Ind. or Alaskan/Asian (Hispanic or Latino)
- 47 = Black/American Ind. or Alaskan/Native/Hawaiian (Non Hispanic or Latino)
- 48 = Black/American Ind. or Alaskan Native/Hawaiian (Hispanic or Latino)
- 49 = Black/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 50 = Black/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 51 = American Indian/Asian/Native Hawaiian (Non Hispanic or Latino)
- 52 = American Indian/Asian/Native Hawaiian (Hispanic or Latino)
- 53 = White/Black/American Indian/Asian (Non Hispanic or Latino)
- 54 = White/Black/American Indian/Asian (Hispanic or Latino)
- 55 = White/Black/American Indian/Native Hawaiian (Non Hispanic or Latino)
- 56 = White/Black/American Indian/Native Hawaiian (Hispanic or Latino)
- 57 = White/Black/Asian/Native Hawaiian (Non Hispanic or Latino)
- 58 = White/Black/Asian/Native Hawaiian (Hispanic or Latino)
- 59 = White/American Indian/Asian/Native Hawaiian (Non Hispanic or Latino)
- 60 = White/American Indian/Asian/Native Hawaiian (Hispanic or Latino)
- 61 = Black/American Indian/Asian/Native Hawaiian (Non Hispanic or Latino)
- 62 = Black/American Indian/Asian/Native Hawaiian (Hispanic or Latino)
- 63 = White/Black/American Indian/Asian/Native Hawaiian (Non Hispanic or Latino)
- 64 = White/Black/American Indian/Asian/Native Hawaiian (Hispanic or Latino)
- 65 = Unable to Determine (Abandoned) = UDA**
- 66 = Unable to Determine (Declined) = UDD**

FIELD 28: SPECIAL EDUCATION STATUS

- Y** Yes - the youth is receiving special education at no cost to the parent.
- N** No - the youth is not receiving special education.

FIELD 29: RACE DECLINED

- Y** Yes - the youth or parent has declined to identify a race; 'Y' is valid only when the Race Code in Field 24 is '11', '12' or '66'.
- N** No - the youth or parent has not declined to identify a race; 'N' is valid with any Race Code in Field 24 (including '11' or '12').

IV. OTHER ADMINISTRATIVE ACTIVITIES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
County General Assistance		980	No	No	No	N
General Administration		990	No	No	No	G
CIP / LIHEAP Administration		991	No	Yes	No	E,N
Child Day Care Services Delivery		816	No	No	No	L,N,4
Child Care Fraud Investigation		817	No	Yes	No	L
Child Day Care Program Management		002	No	No	No	L,N,4
Other Non-DSS Reimbursable Service	781	781	No	No	No	N
Other Non-DSS Reimbursable Service	782	782	No	No	No	N
Other Non-DSS Reimbursable Service	783	783	No	No	No	N
Other Non-DSS Reimbursable Service	784	784	No	No	No	N
Other Non-DSS Reimbursable Service	785	785	No	No	No	N
Other Non-DSS Reimbursable Service	786	786	No	No	No	N
Other Non-DSS Reimbursable Service	787	787	No	No	No	N
Other Non-DSS Reimbursable Service	788	788	No	No	No	N
Other Non-DSS Reimbursable Service	789	789	No	No	No	N
Adolescent Parenting Admin Act.		804	No	No	No	N

V. FOOD STAMP EMPLOYMENT & TRAINING AND WORKFARE

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Assessment And Development E&T Plan	505	505	Yes	No	No	D,N,S
<u>Assessment And Development E&T Plan</u>	<u>505</u>	<u>505</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>S2</u>
Employment and Training Services	515	515	Yes	No	Yes	D,N
Employment and Training Services	515	515	Yes	Yes	Yes	S
Employment and Training Services	515	515	Yes	<u>Yes</u>	No	S2
Transportation	567	567	Yes	No	Yes	D,N
Transportation	567	567	Yes	Yes	Yes	S
Employment Case Management		580	No	No	No	D,N,S,S2
Employment Programs Intake		581	No	No	No	D,N,S,S2
Work Site Development and Management		582	No	No	No	D,N, <u>S2</u>
Program Development		583	No	No	No	D,N
ABAWDS Case Management		590	No	Yes	No	3
ABAWDS Work Site Development, Placement And Management	591	591	Yes	No	Yes	3
ABAWDS Education Development, Placement, And Management	592	592	Yes	No	Yes	3
ABAWDS Training Development, Placement And Management	593	593	Yes	No	Yes	3

437 – Paternity Testing Fees are fees paid by non custodial parents (NCP) and collected by DSS's or Child Support Agencies/contractors for paternity testing. The NCP may pay part of the fee or the entire fee to cover the cost of paternity testing. The fee will be reported on Part II of the DSS 1571.

505 – Assessment And Developing Of Employment And Training means activities to collect information about a client in order to evaluate the client's potential and suitability for **Food Stamp Workfare/Employment & Training** participation. Activities include analyzing the client's work history, personal and medical conditions, educational background, special skills, interests, and attitudes. Activities also include identifying barriers and strengths and supportive services needed in order to enhance the client's program participation and employment goal. Development of the employment and training plan is covered under this definition. Also included are pre-assessment activities such as the review of the case record and informal notes, discussion with other staff members, visits with the individual in his/her home, determination of realistic personal, familial, and employment goals, and discussion of the work program and the rights and responsibilities of the individual (i.e., orientation to the program).

515 – Employment And Developing Of Employment And Training means services provided as part of an individual service plan to enable **Food Stamp Workfare/Employment & Training** participants to secure or maintain paid employment or training leading to such employment. Services include counseling to explore with the individual his current readiness or potential for employment and to assess the feasibility of seeking training or employment in relation to the total needs of the family; providing information about and referral to training programs and possible sources of diagnostic assessment of health, mental health, learning and other limitations that affect involvement in training or employment; counseling and information to encourage and support the individual's employment objectives with respect to such topics as grooming, how to use available resources, employer expectations, and solving work related problems, and arranging for the provision of services needed to remove personal and family barriers to training and stable employment.

For purposes of employment programs, this service includes the following activities which are directed toward alleviating specific barriers to the individuals employment or training plan: providing information about and arranging for day care services for children, family planning, and vocational rehabilitation services, and provision of educational support, home management and maintenance services, health related services and housing and home improvement services and for participant costs directly related to participation in the FNS Employment and Training (E&T) program.

Also included are payments for essential expenses, other than transportation expenses, required for participation in job preparation activities and/or to meet worksite requirements, e.g., fees for job preparation training, uniforms, shoes, medical exams.

566 – Individual Development Accounts Counties may contribute matching funds to the Individual Development Accounts of TANF eligible families. IDAs, to which recipients make a contribution from their earned income, enable them to save for "big ticket" items, such as a home, or a college education or to start a business. Any expenditure related to the operation of an IDA program must also be reported as an Individual Development Account expense.

Note: Code 566 should be reported on the DSS-1571 and client ID numbers are required.

Special Instructions: Staff time spent coordinating/arranging for Individual Development Accounts is to be reported on the DSS-4263 as Case Management Without Eligibility Determination, Code 522.

567 – Transportation Services means arranging for or providing transportation as part of a service plan to enable **Food Stamp Workfare** participants for whom transportation is not otherwise available to have access to medical and health resources, shopping facilities, and other community facilities and resources, and other employment and training opportunities and for participant costs directly related to participation in the FNS Employment and Training (E&T) program.

569 – Non-Custodial Parents - Transportation – Includes purchasing transportation to enable eligible non-custodial parents (See Section 118 of the Work First manual) for whom transportation is not otherwise available, to access community resources, supportive services, and employment and training opportunities as appropriate to facilitate employment. All expenditures related to the provision of transportation services for a non-custodial parent (e.g. car repairs, insurance, client/volunteer reimbursement, bus tokens, taxis, local coordinated transportation system, car purchases, inspections, etc.) should be reported as Code 569. The purchase of childcare transportation, for children when not included in the child care payment, is to be reported here.

Note: Code 569 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of transportation services for non-custodial parents is to be reported on the DSS-4263 as Non-Custodial Parents-Case Management Services, Code 548.

575 – Work First Housing Expenditures – Other Than Housing Subsidies means any costs, other than subsidies, used to provide housing assistance to eligible families. This may include costs such as, staff time for a housing coordinator, housing/financial counseling, costs associated with operation of the Work First Housing pilots, and contracts with non-profits to provide housing assistance. Since no housing subsidies are involved, funding may be either federal or MOE.

Special Instructions: For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required (on the DSS-4263).

576 – Housing Subsidies That Meet Federal Definition Of “Assistance” means rental or mortgage subsidies that meet the federal definition of assistance. A detailed description of the federal definition of assistance can be found in Section 102 of the Work First Manual. However, in general terms related to rental or mortgage subsidies, it is subsidy payments that are provided for more than 4 months. Families eligible for these housing subsidies must be Work First Family Assistance recipients.

For all counties, housing subsidies are funded solely with MOE funds (Program Code 9).

Special Instructions: An EIS ID is required (on the DSS-1571 Part IV).

580 – Employment Programs Case Management means planning and directing the provision of social services within the constraints of policies and procedures for a **Food Stamp Workfare/Employment & Training** participant. Activities include initial and ongoing assessment of the nature, impact and extent of the individual's current service needs as well as establishment of ways and means to tackle the individual's problem. This includes keeping track of what has been provided and what can be provided in relation to the client's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the individual's problem(s) and effectively facilitate achievement of the individual's goal. This means assuming the role of prime agent who assures an equitable, consistent, dependable and coordinated flow of services to the client for the duration of work program participation. Activities include establishing separate and joint responsibilities, authorities and tasks among services workers and services agencies involved in the process of helping the individual. Activities also include assisting the individual in making application to other service programs and in gathering sufficient information for a determination of eligibility for services provided under other service programs.

581 – Employment Programs Intake includes all **Food Stamp Workfare/Employment & Training** program staff activities of providing information to individuals who have been referred to or who are inquiring about the program. Intake activities include but are not limited to making an explanation of the program, explaining the advantages and/or disadvantages, and exploring with the individual the appropriateness of his participation. The Intake code may also be used to cover employment program staff activities provided on behalf of former participants. Intake activities may include counseling, assisting individuals in identifying and pursuing other resources for training and employment and follow-up to determine the outcome for clients to whom information and referral service has been provided.

582 – Worksite Development And Management means identifying potential **Food Stamp Workfare/Employment & Training** worksites for the program and securing support and/or commitment for work slots. Included are explaining program policy to worksite sponsors, negotiating a Work Experience Agreement, and monitoring worksites.

R. TANF 100% Federally Funded

This code refers to 100% TANF Block Grant funds. These funds are allocated to county departments of social services on a formula basis for their Work First programs, and are also used to fund some child welfare services under the TANF provision that allows services to be provided solely under prior law.

This code may be used by Work First case managers to document Work First supportive services provided to TANF eligible families to accomplish one of the four purposes of the TANF program. Those purposes include: (1) Assistance to needy families; (2) promotion of job preparation, work and marriage to end dependency of needy families; (3) prevention and reduction of out of wedlock pregnancies; and (4) encouragement of formation and maintenance of two parent families.

This code may be used by child welfare social workers, to provide services that were approved in the former AFDC-EA State Plan. These services are provided under the TANF provision that allows services to be "provided solely under prior law". All eligibility requirements outlined in law and policy must be met. (Please refer to Family Services Manual, Volume I, Chapter IV: Child Placement Services, Section 1205.)

Briefly, when used for allowable child welfare services, the following eligibility requirements must be met:

- The family must be experiencing an emergency (policy defines what the term "emergency" means); and
- the child must be living with a parent or specified relative (or, if the child is in foster care, the child must have lived with a parent or specified relative within six months of the eligibility determination); and
- the family does not have the resources to meet the emergency.

S. FNS Employment and Training

A program of education, training and employment for recipients [of Food and Nutrition Services benefits](#) to help them become employed.

T. Title XIX Medical Transportation

Medicaid funds to provide transportation for medical services to authorized Medicaid recipients.