

**FIELD 25: IN SCHOOL**

- P** Yes – individual is enrolled in a *public* school
- R** Yes – individual is enrolled in a *private* school
- H** Yes – individual is enrolled in *home* school
- N** No – individual is not enrolled in school

**FIELD 26: HIGHEST GRADE**

- P** Preschool
- 00** No grade completed.
- 01 - 20** Enter the highest grade attained whether the individual is currently enrolled or no longer in school. Entry is required if the age of the individual is between 4 and 21 years of age (inclusive), based on the date of birth entered in Field 4.
- 98** GED status
- 99** Unknown Not allowed if individual is between 4 and 21 years of age (inclusive).

**FIELD 27: LANGUAGE PREFERENCE**

<b>EN</b>	<b>English</b>	<b>KO</b>	<b>Korean</b>
<b>SP</b>	<b>Spanish</b>	<b>LA</b>	<b>Laotian</b>
<b>AR</b>	<b>Arabic</b>	<b>MI</b>	<b>Miao</b>
<b>CA</b>	<b>Cambodian</b>	<b>MK</b>	<b>Mon-Khmer</b>
<b>CH</b>	<b>Chinese</b>	<b>PE</b>	<b>Persian</b>
<b>FR</b>	<b>French</b>	<b>PO</b>	<b>Polish</b>
<b>FC</b>	<b>French Creole</b>	<b>PG</b>	<b>Portuguese</b>
<b>GE</b>	<b>German</b>	<b>PC</b>	<b>Portuguese Creole</b>
<b>GR</b>	<b>Greek</b>	<b>RU</b>	<b>Russian</b>
<b>GU</b>	<b>Gujarati</b>	<b>SC</b>	<b>Serbo-Croatian</b>
<b>HI</b>	<b>Hindi</b>	<b>TA</b>	<b>Tagalog</b>
<b>HM</b>	<b>Hmong</b>	<b>TH</b>	<b>Thai</b>
<b>HU</b>	<b>Hungarian</b>	<b>UR</b>	<b>Urdu</b>
<b>IT</b>	<b>Italian</b>	<b>VI</b>	<b>Vietnamese</b>
<b>JA</b>	<b>Japanese</b>	<b>OT</b>	<b>Other</b>

VIII. FAMILY SUPPORT/WORK FIRST SERVICES

SERVICE	DSS 5027	DSS4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Work First Information/Referral		520	No	520	No	R,9,W
Child Care		521	No	521	No	R,9,12,W
Case Management Without Eligibility Determination		522	No	522	No	R,9,12,W
Adult Care	523	523	No	523	Yes	R,9,W
Education/Training				527	No	R,9,12,W
Work First Transportation Services				532	No	R,9,12,W
Participation Expenses	537			537	No	R,9,12,W
Transportation Retention Services	541			541	Yes	R,9,12,15,W
Child Care Retention Services	542			542	Yes	R,9,12,15,W
Other Retention Services	543			543	Yes	R,9,12,15,W
On-The-Job Training	544	544	Yes	544	Yes	R,9,12,W
Work First Eligibility Determination		545	No	No	No	R,9,W
Job Development and Placement	546	546	No	546	No	R,9,12,W
Job Search/Job Readiness	547	547	No	547	No	R,9,12,W
Non-Custodial Parents Case Management	548	548	Yes	548	Yes	R
Non-Custodial Parent Child Care	549			549	Yes	R
Mental Health Services	551	551	Yes	551	Yes	R,9,W
Substance Abuse Services	552	552	Yes	552	Yes	R,9,W
Subsidized Employment	553	553	Yes	553	Yes	R,9,12,W
Other Supportive Services	554	554	Yes	554	Yes	R,9,W
Non-Custodial Parent Other Work Related Expenses	555			555	Yes	R
Fraud Activities		557	No	No	No	R,9,W
Case Mgt. Retention Services	558	558	Yes	558	Yes	R,9,W
Work First Functional Assessments				559	Yes	R,9
Child And Family Enrichment Services	561	561	No	561	No	R,9,12,W
Pregnancy Prevention Services	562	562	Yes	562	No	R
JobBoost	564	564	No	564	Yes	15
Individual Development Account Expenses				566	Yes	R,9,W
Non-Custodial Parents – Transportation	569			569	Yes	R
Job Access Transportation Services – Non-Custodial Parents	570			570	Yes	R
Job Access Transportation Services – Current Work First Recipients				571	Yes	R
Job Access Transportation Services – “Other” Recipients	572			572	Yes	R
Medical Insurance Premiums	573			573	Yes	9
Housing Subsidies That Do NOT Meet Federal Definition of “Assistance”	574			574	Yes	9
Work First Housing Expenditures – Other Than Housing Subsidies	575	575	Yes	575	No	R,9
Housing Subsidies That Meet the Federal Definition of “Assistance”	576			576	Yes	9

\*When a CLIENT ID# REQ'D is required on the Day Sheet and there is no policy requirement for using a SIS Client ID, use the EIS Individual ID # (10-digit number and last digit blank in column 10 on the DSS-4263)

\*NOTE: If it is a Purchased service and does not require a Client ID, it goes on the DSS-1571 Part II. If an ID is required it goes on the DSS-1571 Part IV.

**561 - Child And Family Enrichment Services** include services and activities that enhance parents' and children's ability to become self-sufficient, properly care for children, and enhance school performance and behavior, self-esteem and leadership skills, and family relationships. The services do not have to be solely and directly related to employment, but must be provided to protect, support, and/or enhance the lives and futures of the parents/caretakers and children involved. The services should be related to helping families and children transition from welfare to self-sufficiency. Examples of such services include, but are not limited to, after-school mentoring and tutoring, parenting skills, summer enrichment programs such as specially designed 4H camp enrichment programs, and family counseling services. Services will primarily be purchased services but could be provided by an agency staff member responsible for providing such services. These services may be provided for current Work First cash assistance families as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual

No client ID is required for this service code.

**562 – Pregnancy Prevention Services** - means pre-pregnancy family planning services. Invasive procedures and procedures aimed at termination of a pregnancy are not allowed. Allowable services include, but are not limited to: provision of contraceptives and associated education and/or training on their use, community or group education, videos and other materials aimed at family planning, counseling activities directed at teen pregnancy, etc. These services may be provided without regard to income.

**Note:** When this time is reported on the Worker Daily Report of Services to Client (DSS-4263), the Client ID must be entered. When reported on the DSS-1571, no client ID is required.

**564 – JobBoost** means employment in which the employer is partially reimbursed for gross wages using federal TANF dollars through the Emergency Fund. Employment may be in the public and private sector, as long as a contract is in place with all third-party employers. Subsidized employees must be TANF eligible in order to qualify for these services. These funds must be used to accomplish one of the four TANF purposes.

**Note:** When used on the DSS-4263 no client ID is required. When used on the DSS-1571 Part IV, a client ID number is required.

**Special Instructions:** Both current TANF workers and staff hired to provide JobBoost services may use this code on the DSS-4263. Use of the TANF Emergency Fund for this service is not limited to actual gross wage subsidy.