

PARTICIPANT REPORTING INSTRUCTIONS

PROGRAM NAME: Non-Custodial Parent Employment Program (NCPEP)

PROGRAM APPLICATION USED FOR DATA COLLECTION: *One-Stop Service Tracking (OSST) system*

FUNDING SOURCE: *Temporary Assistance for Needy Families (TANF)*

FUNDING AMOUNT: \$1,416,000 total

Worknet Pinellas - RWB 14 (which administers the program for Pinellas, Hillsborough & Pasco) - \$750,000

South Florida Workforce Board (Miami-Dade) - RWB 23 - \$666,000

DATE RANGE FUNDS MAY BE USED: *July 1, 2008 – June 30, 2009*

REGIONAL WORKFORCE BOARDS (RWBs) AFFECTED: RWB 14 (WorkNet Pinellas - Pinellas County), 15 (Tampa Bay WorkForce Alliance, Inc – Hillsborough County), 16 (Pasco-Hernando Jobs and Education Partnership Regional Board, Inc. – Pasco County): Worknet Pinellas shall administer the program for all three counties.

RWB 23 (South Florida Workforce Board – Miami-Dade)

NOTE: Instructions for data input in the OSST system are given below. The instructions *do not* replace the reporting requirements, required performance levels or deliverables outlined in a contract between the RWB and the service provider(s).

ELIGIBILITY:

*This program is funded with TANF funds. Individuals must be determined eligible for both TANF and the Non-Custodial Parent Employment Program (NCPEP). **The grant is serving TANF purpose number two** by providing **non-assistance**¹, employment services and post employment services to needy families in an effort to end dependency on government benefits. Individuals may only be served with non-assistance unless receiving Temporary Cash Assistance (TCA) and cooperating with the Welfare Transition (WT) program. For those qualifying as TANF eligible, a completed TANF Eligibility Form, AWI 0005, must be completed and placed within the file. A new TANF Eligibility form must be completed for any individuals enrolling in the NCPEP on or after July 1, 2008. The RWB must review eligibility and complete a new TANF Eligibility Form, AWI 0005, if a participant was served during a previous year and will be served in 2008-2009. The TANF Eligibility Form is available on the [Welfare Transition Website](#).*

Eligibility factors include:

- The non-custodial parent's *available income* must be below 200% of the Federal Poverty Level;

¹ 45 CFR 260.31

- The related child must be receiving public assistance or qualify as TANF eligible (i.e. the custodial family's available income must be below 200% of the Federal Poverty Level);
- The non-custodial parent and related child must be United States citizens or qualified non-citizens;
- The non-custodial parent must be either unemployed or under-employed and having difficulty paying child support;
- The non-custodial parent may be ordered by the courts to seek employment or may enroll in the program on a voluntary basis and develop a plan to cooperate with Child Support Enforcement (CSE);
- Both the non-custodial parent and the related child must reside in Florida; and
- The non-custodial parent must reside in one of the NCPEP designated counties.

PERFORMANCE REPORTING REQUIREMENTS:

Required Performance and Deliverables:

Outcomes or results of the participant's involvement in the NCPEP program (i.e. achievements, payment of child support, employment, employment retention, services received, etc.) are retrieved from OSST. Each service, activity, training or benchmark is identified through the provider attached to the service, activity, training or benchmark entered in the OSST system. The NCPEP provider information is provided below:

NAME: TANF NCPEP Program
FEID NUMBER: 2097

Timeliness of OSST Data Entry:

- Beginning with the first full month following the release of the Notice of Funding Availability (NFA), each RWB shall enter all participant data in OSST, utilizing the codes/benchmarks as provided in the reporting instructions. This shall be accomplished no later than **ten days after each full month** for the duration of the grant. **The reports will be compiled and reviewed on the first business day after the tenth of the following month.**
- Reports (enrollment, employment, barriers and benchmarks) will be compiled using the data entered in OSST by the Agency for Workforce Innovation (AWI) and provided to Workforce Florida Inc (WFI).
- Each individual who is enrolled in the program **must have a TANF Benchmark -9** entered and open under the **Service Plan** portion of the *Skill Development* screen. The *Actual Start Date* of Benchmark-9 should reflect the **date of enrollment** in the NCPEP program. The *Actual End Date* should reflect the date the participant left the NCPEP program. The *Outcome* should reflect the reason the participant left the NCPEP program. This benchmark **must remain open** until the participant exits the NCPEP program.

- Each individual being served with 2008-2009 TANF NCPEP funds must be reviewed for eligibility prior to services. The United States Department of Health and Human Services (HHS) states that individuals **must be** determined eligible **annually**, at a minimum. Therefore, individuals originally found eligible during the 2007-2008 program year must have their eligibility re-determined to receive services during the 2008-2009 program year. **To demonstrate the eligibility determination was completed, an enrollment benchmark, Benchmark-9, must be entered on the system with an Actual Start Date on or after July 1, 2008. An Eligibility Form for TANF Funded Services, AWI 0005, must be completed. This is applicable for all participants served with 2008-2009 TANF NCPEP funds. This does not include participants whose cases are followed for outcomes and not served with TANF funds during 2008-2009.**
- Once the individual has exited the program and the provider has reviewed the case for long-term benchmark achievement, the case must be closed in OSST.

E. Benchmarks:

For purposes of the NCPEP program, **Benchmarks should be entered under the Service Plan section of the Skill Development screen.** The NCPEP provider designates that the benchmark is affiliated with the NCPEP program.

1. **TANF Benchmark-1:** The NCPEP participant retained employment for 90 days at a minimum of 20 hours per week while participating in the NCPEP program. This benchmark is entered by selecting *Add* under ***Service Plan*** if the participant maintains employment for 90 days at a minimum of 20 hours per week within six months of enrollment (if employed at enrollment) or within six months of obtaining employment (if unemployed at enrollment).
 - The employment must be entered in the OSST system with the correct *Hire Date* and the correct *Job Tracking Start Date*.
 - The enrollment benchmark must have the correct enrollment date or *Actual Start Date*. The dates entered will be used to validate performance information.
 - Update the employment information by selecting the *Job Follow-up* hyperlink located next to the appropriate job.
2. **TANF Benchmark-2:** The participant retained employment for 180 days at a minimum of 20 hours per week. This benchmark is entered by selecting *Add* under ***Service Plan*** if the participant maintains employment for 180 days at a minimum of 20 hours per week within 360 days of enrollment (if employed at enrollment) or within 360 days of obtaining employment (if unemployed at enrollment).
 - The employment must be entered in the OSST system with the correct *Hire Date* and the correct *Job Tracking Start Date*.
 - The enrollment benchmark must have the correct enrollment date or *Actual Start Date*. The dates entered will be used to validate performance information.

- Update the employment information by selecting the *Job Follow-up* hyperlink located next to the appropriate job.
3. **TANF Benchmark-3:** The participant earned a position upgrade. This benchmark is entered in OSST by selecting *Add* under the *Service Plan* if the participant obtains a position upgrade. Update the employment information by selecting the *Job Follow-up* blue hyperlink located next to the appropriate job.
 4. **TANF Benchmark-4:** The participant attained an increase in wages. This benchmark is entered by selecting *Add* under *Service Plan* if the participant receives an increase in wages. More than one *Benchmark Service 4* may be entered to reflect multiple wage increases. Update the employment information by selecting the *Job Follow-up* blue hyperlink located next to the appropriate job.
 5. **TANF Benchmark-5:** The participant verifies that (s)he is paying child support for three months. This benchmark is entered by selecting *Add* under *Service Plan* if the participant documents that (s)he has paid child support for three months within six months of the employment start date (unemployed at enrollment) or enrollment in the program (employed at enrollment). If the participant maintains child support payments for a minimum of three months, the outcome should reflect *Completed*.
 6. **TANF Benchmark-6:** The participant completed a vocational education, certificate program or other education while participating in the NCPEP. This benchmark is entered by selecting *Add* under the *Service Plan* if the participant receives a vocational education or training certificate during the NCPEP program year. This benchmark may be entered more than one time. Update the *Plan Development* screen under the *Educational Details* tab with the appropriate educational attainment information. To be included as a successful completion in the reports provided to WFI, the benchmark must have an outcome of *Completed*.
 7. **TANF Benchmark-9:** Each individual that is enrolled in the program during the 2008-2009 program year must have an eligibility form completed. Each individual determined eligible and enrolled **must have a TANF Benchmark-9** entered with an *Actual Start Date* and remain open under the *Service Plan*. This benchmark **must remain open** during the program year or until the participant exits the NCPEP and is no longer being monitored for outcomes.

Other Required Data

Employment: A job tracking record must be entered in the system if the NCPEP secures employment. If the individual was employed at enrollment, enter the employment record immediately.

- The *Job Tracking Start Date* represents the date the participant started working as a condition of participation in the program. The *Hire Date* should reflect the date the participant actually started employment with the employer or the date (s)he was hired.

- If the participant terminates work, end the job record in the system. All subsequent employment should be entered for tracking purposes. An employment record is required to receive credit for retention benchmarks.

Barriers: Certain barriers to employment will be compiled from the *Plan Development* screen of the OSST system.

- If the participant discloses that (s)he has a felony conviction record, an arrest record or other convictions, indicate the barrier under the *Needs and Barriers* section on the *Plan Development* screen. The two related barriers are “Probation/Parole Record” or “Criminal Record”.
- If the individual discloses that (s)he has medical issues, including mental health or substance abuse issues, indicate the barrier under the *Needs and Barriers* section on the *Plan Development* screen. The related barrier is “Medical/Dental”.

REPORTS:

Reports are based on the provider/RWB contract deliverables. Monthly reports compiled from OSST will be provided to WFI by AWI on a regular basis.

CLOSE OUT INSTRUCTIONS:

A. 2007-2008 Program Participants:

1. If the NCPEP participant was enrolled during the 2007-2008 program year and will not be served using NCPEP funds during the 2008-2009 program year, the case may be left open to record retention data.
 - i. A new enrollment benchmark should not be entered.
 - ii. If the NCPEP program will no longer expend NCPEP TANF funds on the participant and retention data is not being recorded in the system, the case should be terminated. The *Actual End Date* (for all services and benchmarks with the NCPEP provider) should be entered to reflect the last day on which NCPEP was a participant, when the service ended (activity, training, etc.), or when the benchmark was achieved.
2. Longitudinal benchmarks may be entered on 2007-2008 participants no later than March 10, 2009. The final report will be pulled on the first working day after the tenth of March, 2009. If the case is not being tracked for retention based on the reporting instructions, the case should be closed, unless the case has been enrolled in the 2008-2009 program.

3. If the NCPEP participant was enrolled during the 2007-2008 program year and will be served using NCPEP funds during the 2008-2009 program year, eligibility must be re-determined by completing the Eligibility Form for TANF Funded services, AWI WTP 0005. The enrollment benchmark from 2007-2008

must be ended. A new enrollment benchmark with the appropriate provider must be entered with an *Actual Start Date* on or after July 1, 2008.

B. 2008-2009 Program Participants

1. If the NCPEP program will no longer expend NCPEP TANF funds on the participant, the participant has exited the program and retention data is not being recorded in the system, the case should be terminated. The *Actual End Date* (for all services and benchmarks with the NCPEP provider) should be entered to reflect the last day on which NCPEP funds were expended on the service (activity, training, etc.) or the benchmark was achieved.
2. Longitudinal benchmarks may be entered on 2008-2009 participants through March 10, 2010. The final report will be pulled on the first working day after the tenth of March, 2010. The *Actual End Date* of longitudinal benchmarks should reflect the date the benchmark was achieved.