



Charlie Crist
Governor
Monesia T. Brown
Director

MEMORANDUM

DATE: September 28, 2007

TO: Regional Workforce Board Executive Directors

FROM: J. Wyatt Pope, Director of Workforce Program Support

SUBJECT: Reminder of Interim Internal Controls Resulting from the Deficit Reduction Act

As a result of the Deficit Reduction Act and the Interim Final Rule published by the United States Department of Health and Human Services (HHS) in June 2006, changes are being made to the One-Stop Service Tracking (OSST) system to implement required internal controls. Changes include:

- Updating the Job Participation Rate (JPR) screen
 - To record Excused Absence and Holiday hours;
 - To record the total number of days Excused Absence hours and Holiday hours were entered;
 - To record the hours a family must complete at a worksite to have core hours deemed. This will maximize the flexibility of the deeming provision and may increase the State's participation rates; and
 - To require front-line staff entering hours on the JPR screen to verify that proof of hours was collected;
- Updating the Deferral Ty Deferral screen to maximize the ability to remove disabled or limited ability parents from the two-parent rate; and
- Updating how assessments are entered to ensure the State can demonstrate "satisfactory progress" for participants engaged in "education directly related to employment" and "satisfactory attendance in a secondary school or in a course of study leading to a certificate of general equivalence in the case of a parent who has not received such a certificate".

Until these changes are completed and moved to the OSST Production Environment that front-line staff use, we are asking that specific information be retained in the case file to meet internal control requirements. This information was originally introduced at the Temporary Assistance for Needy Families (TANF) Management Meeting conducted June 4, 2007-June 7, 2007.

1. If hours are recorded on the JPR screen for Excused Absence hours, place a document in the front of the file that records the number of hours entered on the JPR screen for Excused Absences and Holidays. A template has been drafted and provided as an attachment to this document.

Agency for Workforce Innovation

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2. If a participant is assigned to “education directly related to employment” and the program includes basic education components or “satisfactory attendance in a secondary school or in a course of study leading to a certificate of general equivalence in the case of a parent who has not received such a certificate” ensure the participant completes a State approved standardized test, such as the Test of Adult Basic Education (TABE) at entry. If the participant is enrolled in the education program before (s)he begins participating in the Welfare Transition (WT) program, have the participant complete a State approved standardized test, such as the TABE test once (s)he begins participating in the WT program.
 - a. The participant must be assessed at regular intervals.
 - b. The RWB must ensure that good testing practices are implemented to avoid the mastery of the test form rather than demonstrating satisfactory progress.
 - c. Ensure the assessment information is retained in the case file. Continue to enter the assessment information on the Plan Development screen.

Training regarding the work activities, Excused Absences, Holiday hours, and tracking satisfactory progress is available on the [WT website](#). If you have any questions or comments regarding the above requirements, please call Trina Dickey at (850) 245-7446 or email Trina Dickey at trina.dickey@flaawi.com.

JWP/oem

cc: JenniLee Robins
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