




Memorandum of Record # 358

DATE: MARCH 13, 2009

MEMORANDUM TO: WORKFORCE SOLUTIONS-ALAMO
CONTRACTORS

FROM: FRANCISCO MONCIVAIS
DEPUTY EXECUTIVE DIRECTOR- PROGRAM
OPERATIONS 

SUBJECT: TECHNICAL ASSISTANCE BULLETIN #202
SINGLE-PARENT AND TWO-PARENT CHOICES WORK
CODES DESK AIDS

The Texas Workforce Commission released Technical Assistance (TA) Bulletin 202 as titled in the subject above. TA Bulletin 202 provides Boards with two desk aids for Choices work codes.

Workforce Solutions-Alamo contractors must ensure that appropriate staff is aware of the information contained in TA Bulletin 202. MR 358 rescinds MR 283 with TA Bulletin 163, issued November 28, 2007, entitled "Choices Work Codes Desk Aid".

All comments and inquiries pertaining to this MR should be directed to: Vickie Reece, Senior Workforce Services Specialist, (210) 581-1102 or vickie.reece@twc.state.tx.us.

Attached: TA Bulletin 202 Single-Parent and Two-Parent Choices Work Codes Desk Aids

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 202

Program: **Choices**

Subject: **Single-Parent and Two-Parent Choices Work Codes Desk Aids**

Date: **March 5, 2009**

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards with two desk aids containing information on Choices work codes for the Single-Parent Texas Mandatory, Single-Parent Texas Non-Mandatory, and Two-Parent performance measures.

The desk aids, Attachments 1 and 2 to this TA Bulletin, contain:

- all Choices work codes;
- the corresponding The Workforce Information System of Texas (TWIST) code for each work code;
- the associated participation status for each work code; and
- information on how each work code counts toward Choices performance.

Additionally, Choices work code C has been amended to reflect that the family member no longer needs to attend school full time to exclude a parent caring for a disabled family member. The desk aids include this change.

This TA Bulletin rescinds TA Bulletin 163, issued November 28, 2007, and entitled “Choices Work Codes Desk Aid.”

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.state.tx.us.

CHOICES SINGLE-PARENT FAMILY DESK AID

Work Code (Corresponding TWIST Work Code)	Description	Performance Measure	In the Denominator?	Average Weekly Hours To Be Included in the Numerator
A (2)	A child age 18 or younger.	Non-Mandatory, if an adult or teen head of household (SIG ² 7 or 8; this should not happen, but sometimes does due to coding errors at HHSC ¹), or if a child (SIG 5) not eligible for Choices.	Yes, if adult or teen head of household.	1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities. 2. A single-parent family with no other caretakers and a child under six must have at least 20 hours of participation in core activities.
B (3)	A caretaker or second parent, age 18 or younger, attending elementary, secondary, vocational, or technical school full time.	Mandatory (FEP ³ should be flexible and consider the school attendance of the participant).	Yes	3. A teen attending school (middle school, high school, GED classes) satisfactorily has no hourly requirement, but must be meeting all requirements of the school.
C (4)	Needed at home to care for an ill or disabled child in the household.	Non-Mandatory	Yes	4. A teen not attending school must be participating in other educational activities for 20 hours.

1 : HHSC - Health and Human Services Commission 2: SIG - Status in Group 3: FEP - Family Employment Plan

CHOICES SINGLE-PARENT FAMILY DESK AID

Work Code (Corresponding TWIST Work Code)	Description	Performance Measure	In the Denominator?	Average Weekly Hours to be Included in the Numerator
E (6)	Unable to work due to a mental or physical disability expected to last more than 180 days.	Non-Mandatory	Yes	1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities.
F (7)	An individual age 60 or older.	Non-Mandatory	Yes	2. A single-parent family with no other caretakers and a child under six must have at least 20 hours of participation in core activities.
G (8)	A single parent or single caretaker relative caring for a child under age one at initial application.	Non-Mandatory	No, unless the family is meeting participation requirements.	3. A teen attending school (middle school, high school, GED classes) satisfactorily has no hourly requirement, but must be meeting all requirements of the school.
H (9)	Needed at home to care for a disabled adult in the household, even if that person is not a member of the certified group, and the disability is expected to last more than 180 days.	Non-Mandatory	No, unless the family is meeting participation requirements.	4. A teen not attending school must be participating in other educational activities for 20 hours.
J (11)	Ineligible for TANF ⁴ and for Choices.	Non-Mandatory	Yes, if the adult coded J received TANF benefits (this should not happen, but sometimes does due to coding errors at HHSC).	

4 : TANF - Temporary Assistance for Needy Families

CHOICES SINGLE-PARENT FAMILY DESK AID

Work Code (Corresponding TWIST Work Code)	Description	Performance Measure	In the Denominator?	Average Weekly Hours to be Included in the Numerator
K (12)	Appealing a Choices sanction.	Mandatory	Yes	1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities.
L (13)	Receiving TANF after expiration of state time limits due to local economic factor.	Mandatory	Yes	2. A single-parent family with no other caretakers and a child under six must have at least 20 hours of participation in core activities.
M (1)	Does not qualify for any of the exemptions and does not meet the work code P criteria.	Mandatory	Yes	3. A teen attending school (middle school, high school, GED classes) satisfactorily has no hourly requirement, but must be meeting all requirements of the school.
N (14)	Receiving TANF after expiration of state time limits due to employment not available in the local area.	Non-Mandatory	Yes	4. A teen not attending school must be participating in other educational activities for 20 hours.
P (15)	Employed or self-employed at least 30 hours per week, and receiving earnings of at least \$700 per month.	Mandatory	Yes	
Q (16)	Receiving TANF after expiration of state time limits due to severe personal hardship.	Non-Mandatory	Yes	
R (17)	A single parent or single caretaker relative caring for a child under age one at initial application.	Non-Mandatory	No, unless the family is meeting participation requirements.	

CHOICES SINGLE-PARENT FAMILY DESK AID

Work Code (Corresponding TWIST Work Code)	Description	Performance Measure	In the Denominator?	Average Weekly Hours to be Included in the Numerator
T (19)	Pregnant and unable to work.	Non-Mandatory	Yes	1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities.
U (22)	A single grandparent, age 50 or over, caring for a child under age three.	Non-Mandatory	Yes	1. One adult in the family must have at least 30 hours of participation with at least 20 hours in core activities.
V (24)	Legal parent receiving SSI ⁵ with children receiving TANF.	Non-Mandatory	No, unless the family is meeting participation requirements.	2. A single-parent family with no other caretakers and a child under six must have at least 20 hours of participation in core activities.
W (20)	Sanctioned for nonparticipation with Choices.	Mandatory	No, unless the family actually received a TANF benefit in the month for the month (this should not happen, but sometimes does due to coding errors at HHSC).	3. A teen attending school (middle school, high school, GED classes) satisfactorily has no hourly requirement, but must be meeting all requirements of the school.
X (23)	Legal parent who has exhausted state time limits with children receiving TANF.	Non-Mandatory	Yes	3. A teen attending school (middle school, high school, GED classes) satisfactorily has no hourly requirement, but must be meeting all requirements of the school.
Y (25)	Other disqualified parent with children receiving TANF.	Non-Mandatory	Yes	4. A teen not attending school must be participating in other educational activities for 20 hours.
Z (21)	Needed at home to care for an ill or disabled child in the household who is not in school full time.	Non-Mandatory	No, unless the family is meeting participation requirements.	4. A teen not attending school must be participating in other educational activities for 20 hours.

5 : SSI - Supplemental Security Income

CHOICES TWO-PARENT FAMILY DESK AID

Work Code (Corresponding TWIST Work Code)	Description	Performance Measure	In the Denominator?	Average Weekly Hours To Be Included in the Numerator
A (2)	A child age 18 or younger.	Non-Mandatory, if an adult or teen head of household (SIG ² 7 or 8; this should not happen, but sometimes does due to coding errors at HHSC ¹), or if a child (SIG 5) not eligible for Choices.	Yes, if adult or teen head of household.	1. Two-parent families not receiving subsidized child care must have a combined total of 35 hours of participation with 30 hours in core activities. 2. Two-parent families receiving subsidized child care must have a combined total of 55 hours of participation with 50 hours in core activities.
B (3)	A caretaker or second parent, age 18 or younger, attending elementary, secondary, vocational, or technical school full time.	Mandatory (FEP ³ should be flexible and consider the school attendance of the participant).	Yes	*Note: In two-parent families, the hours of teens attending school satisfactorily count as 20 hours or actual hours, whichever is greater. These hours are non-core.
C (4)	Needed at home to care for an ill or disabled child in the household.	Non-Mandatory	Yes	

1 : HHSC - Health and Human Services Commission 2: SIG - Status in Group 3: FEP - Family Employment Plan

CHOICES TWO-PARENT FAMILY DESK AID

Work Code (Corresponding TWIST Work Code)	Description	Performance Measure	In the Denominator?	Average Weekly Hours to be Included in the Numerator
E (6)	Unable to work due to a mental or physical disability expected to last more than 180 days.	Non-Mandatory	No, unless the family is meeting participation requirements.	1. Two-parent families not receiving subsidized child care must have a combined total of 35 hours of participation with 30 hours in core activities.
F (7)	An individual age 60 or older.	Non-Mandatory	Yes	2. Two-parent families receiving subsidized child care must have a combined total of 55 hours of participation with 50 hours in core activities.
G (8)	A single parent or single caretaker relative caring for a child under age one at initial application.	Non-Mandatory	Yes, if on a two-parent case (this should not happen, but sometimes does due to coding errors at HHSC).	
H (9)	Needed at home to care for a disabled adult in the household, even if that person is not a member of the certified group, and the disability is expected to last more than 180 days.	Non-Mandatory	No, unless the family is meeting participation requirements.	*Note: In two-parent families, the hours of teens attending school satisfactorily count as 20 hours or actual hours, whichever is greater. These hours are non-core.
J (11)	Ineligible for TANF ⁴ and for Choices.	Non-Mandatory	Yes, if the adult coded J received TANF benefits (this should not happen, but sometimes does due to coding errors at HHSC).	

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K (12)	Appealing a Choices sanction.	Mandatory	Yes	1. Two-parent families not receiving subsidized child care must have a combined total of 35 hours of participation with 30 hours in core activities.
L (13)	Receiving TANF after expiration of state time limits due to local economic factor.	Mandatory	Yes	
M (1)	Does not qualify for any of the exemptions and does not meet the work code P criteria.	Mandatory	Yes	2. Two-parent families receiving subsidized child care must have a combined total of 55 hours of participation with 50 hours in core activities.
N (14)	Receiving TANF after expiration of state time limits due to lack of available employment in the local area.	Non-Mandatory	Yes	
P (15)	Employed or self-employed at least 30 hours per week, and receiving earnings of at least \$700 per month.	Mandatory	Yes	*Note: In two-parent families, the hours of teens attending school satisfactorily count as 20 hours or actual hours, whichever is greater. These hours are non-core.
Q (16)		Non-Mandatory	Yes	
R (17)	A single parent or single caretaker relative caring for a child under age one at initial application.	Non-Mandatory	Yes, if on a two-parent case (this should not happen, but sometimes does due to coding errors at HHSC).	

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T (19)	Pregnant and unable to work.	Non-Mandatory	Yes	1. Two-parent families not receiving subsidized child care must have a combined total of 35 hours of participation with 30 hours in core activities.
U (22)	A single grandparent, age 50 or over, caring for a child under age three.	Non-Mandatory	Yes	
V (24)	Legal parent receiving SSI ⁵ with children receiving TANF.	Non-Mandatory	No, unless the family is meeting participation requirements.	2. Two-parent families receiving subsidized child care must have a combined total of 55 hours of participation with 50 hours in core activities.
W (20)	Sanctioned for nonparticipation with Choices.	Mandatory	No, unless the family actually received a TANF benefit in the month for the month (this should not happen, but sometimes does due to coding errors at HHSC).	
X (23)	Legal parent who has exhausted state time limits with children receiving TANF.	Non-Mandatory	Yes	*Note: In two-parent families, the hours of teens attending school satisfactorily count as 20 hours or actual hours, whichever is greater. These hours are non-core.
Y (25)	Other disqualified parent with children receiving TANF.	Non-Mandatory	Yes	
Z (21)	Needed at home to care for an ill or disabled child in the household who is not in school full time.	Non-Mandatory	No, unless the family is meeting participation requirements.	