

Appendix I: ACF-812 Instructions  
Report on Engagement in Additional Work Activities  
For Families Receiving Assistance under the TANF and SSPMOE Programs

**INSTRUCTIONS AND DEFINITIONS**

**General Instruction:** Under H.R. 4783 (P.L. 111-29), the Claims Resolution Act of 2010, each State agency, the District of Columbia, and the Territories are required to submit this report for the month of March 2011 and for the months of April, May, and June, 2011. The March report is due no later than May 31, 2011. The April - June report is due no later than August 31, 2011.

The State agency should collect and report data for each family with one or more work-eligible individuals, as reported on the TANF Data Report – Section one (and, if applicable on the SSPMOE Data Report – Section one) for the report month. States should report data for each data element on this report, unless explicitly instructed to leave blank. The data must be complete and accurate.

For a State that submits the TANF Data Report (and, if applicable, the SSPMOE Data Report) based on a sample, the State must use the same selected cases for the report month in this report. The only exception to this rule is for a State that excessively oversamples (i.e., selects more than 400 cases per month) and does not stratify the TANF (or, if applicable SSPMOE) sample. Such a State may opt to sample using the same criteria described below for States that report based on the entire caseload.

For a State that submits the TANF Data Report (and, if applicable, the SSPMOE Data Report) for all cases receiving assistance for a report month, the State has the option to submit this report for the entire caseload or submit this report based on a sample. If a State opts to report based on a sample, a separate monthly sample must be selected for TANF cases and, if applicable, for SSPMOE cases each month. The monthly sample must meet the following criteria:

- (A) The monthly sample frame must consist of all families receiving assistance with one or more work-eligible individuals as reported on the TANF Data Report and the SSPMOE Data Report for the report month;
- (B) The monthly sample size must be 175 cases. If a State has both TANF and SSPMOE Programs, a separate monthly sample of 175 cases must be selected for each Program. If a State has less than 175 cases on the monthly sample frame, the State must complete this report for all cases on the monthly sample frame;
- (C) The State must report the total number of cases on the monthly sample frame (See data element #6 below);
- (D) The State must use either a simple random sample design or a systematic random sample design to select the monthly sample. (Note: stratification is not permitted.); and
- (E) All sample cases must be assigned the same stratum code, which is the same stratum code the State used for the TANF Data Report or, if applicable, the SSPMOE Data Report.

## Family Level Section

1. State FIPS Code: Enter your two-digit State code.
2. Reporting Month: Enter the four-digit year and two-digit month codes that identify the year and month for which the data are being reported.
3. Stratum:  
**Guidance:** All TANF and SSPMOE families selected in the sample from the same stratum must be assigned the same stratum code. Use the same stratum code for the family that was used in the TANF Data Report – Section one (or, if applicable, the SSPMOE Data Report) for the corresponding report month.  
  
**Instruction:** Enter the two-digit stratum code.
4. Case Number:  
**Guidance:** If the case number is less than the allowable eleven characters, a State should use lead zeros to fill in the number. This should be the same case number used in the TANF Data Report – Section one (or, if applicable, the SSPMOE Data Report – Section one) to report data on the family for the report month.  
  
**Instruction:** Enter the number assigned by the State agency to uniquely identify the case.
5. **Is the family receiving assistance under the TANF Program or the SSPMOE Program?**  
1 = TANF Program  
2 = SSPMOE Program  
3 = Both the TANF Program and the SSPMOE Program
6. **Number of families on the monthly sample frame**  
**A. TANF Program    B. SSPMOE Program**  
**Instructions:** For a State that submits the TANF Data Report (or the SSPMOE Data Report) for the entire caseload, but has opted to file this report based on a sample, enter the total number of families with one or more work-eligible individuals on the monthly sample frame for the TANF cases in item 6.A. and for the SSPMOE cases in item 6.B. If such a State does not have a SSPMOE Program, leave item 6.B. blank. Note: this number should be substantially smaller than the total caseload reported in Section three. For a State that submits the monthly TANF Data Report (or, if applicable, the SSPMOE Data Report) based on a sample, the State should leave this data element blank.

## Work-Eligible Individual Engagement in Work Activities Section

Complete this section for each work-eligible individual in the family, as reported on the TANF Data Report-Section one, data element #48 (or the SSPMOE Data Report – Section one, data

element #41.) Coding is permitted for up to four work-eligible individuals. Do not complete this section for an individual who is not a work-eligible individual. In reporting the hours of participation in countable work activities in data elements 9 through 12, do not report the same hours of participation in more than one data element.

7. **Social Security Number:** Enter the nine-digit Social Security Number (SSN) for the work-eligible individual in the format nnnnnnnnn. This should be the same SSN reported for this individual on the TANF Data Report, data element #33 (or, if applicable the SSPMOE Data Report, data element #29.)

8. **Participating in countable work activities for a sufficient number of hours for the family to count toward the work participation rate**

**Instruction:** If, for the work-eligible individual, the State reported a sufficient number of hours of participation in countable work activities for the report month such that the family counts toward the work participation rate (i.e., counts in the numerator of the rate), then enter code 1. Otherwise, enter code 0.

0 = No

1 = Yes, reported participation in countable work activities for a sufficient number of hours for the family to count in the numerator of the overall work participation rate

9. **Did the work-eligible individual participate in a work activity that could count toward the work participation rate, but the State chose not to report such hours of participation in the TANF Data Report (or, if applicable, the SSPMOE Data Report)?**

**Instructions:** If the work-eligible individual participated in a countable work activity for which the State chose not to report the hours of participation on the TANF Data Report – Section one (data elements #50 - #61) or the SSPMOE Data Report – Section one (data elements #43 - #54), then enter code “1” in 9.A. Otherwise, enter “0” in 9.A. For example, a family has two WEIs. The first WEI has sufficient hours for the family to count in the numerator of the work participation rate. The second WEI has unreported hours of participation in Vocational Educational Training, which the State did not report in order to preserve the hours in a time limited activity. The hours of participation referred to in this data element must meet the level of supervision and the Federal verification standards for countable work activities.

A. Unreported hours of participation in a countable work activity?

0 = No

1 = Yes

If data element 8 is coded with a “1” or data element 9.A. is coded with a “0,” then leave data elements 9.B. through 9.M. blank. If data element 8 is coded “0” and 9.A. is coded with a “1,” then, for each of the following countable work activities, in which the work-eligible individual participated during the report month and for which the State did not report the hours of participation, enter the total number of hours of participation.

B. Unsubsidized Employment (include self-employment)

C. Subsidized Private Sector Employment

- D. Subsidized Public Sector Employment
- E. Work Experience
- F. On-the-job Training
- G. Job Search and Job Readiness Assistance
- H. Community Service
- I. Vocational Educational Training
- J. Job Skills Training Directly related to Employment
- K Education Directly Related to Employment
- L. Satisfactory School Attendance
- M. Providing Child Care Service for an Individual Participating in a Community Service Program

10. **Did the work-eligible individual participate in a countable work activity that did not count toward the work participation rate, because the work-eligible individual was engaged for insufficient hours to meet the work requirements for counting toward the work participation rates?**

**Instructions:** If the work-eligible individual participated in a countable work activity, but it did not count toward the overall work participation rates because the work-eligible individual was engaged in countable activities for insufficient hours, then enter code “1” in 10.A. Otherwise, enter “0” in 10.A. The hours of participation referred to in this data element must meet the level of supervision and the Federal verification standards for countable work activities.

A. Insufficient hours of participation in countable work activities?

0 = No

1 = Yes,

If data element 8 is coded with a “1” or data element 10.A. is coded with a “0,” then leave data elements 10.B. through 10.M. blank. If data element 8 is coded “0” and 10.A. is coded with a “1,” then, for each of the following countable work activities, in which the work-eligible individual participated during the report month, enter the total number of hours of participation.

- B. Unsubsidized Employment (include self-employment)
- C. Subsidized Private Sector Employment
- D. Subsidized Public Sector Employment
- E. Work Experience
- F. On-the-job Training
- G. Job Search and Job Readiness Assistance
- H. Community Service
- I. Vocational Educational Training
- J. Job Skills Training Directly related to Employment
- K. Education Directly Related to Employment
- L. Satisfactory School Attendance
- M. Providing Child Care Service for an Individual Participating in a Community Service Program

11. **Did the work-eligible individual participate in a countable work activity that did not count toward the work participation rates because the hours of participation in the activity are beyond a statutory limit for reporting the hours of participation as countable work activities?**

**Statutory Limitations:** For Job Search and Job Readiness Assistance (JS/JR), the statutory limits relevant to this data element are: (1) JS/JR may only count for 6 weeks in the preceding 12-month period; (2) An individual participation in JS/JR counts for no more than 4 consecutive weeks; (3) If the State's total unemployment rate is at least 50 percent greater than the United States' total unemployment rate or the State is a needy State (within the meaning of section 403 (b)(6)), then an individual's participation in JS/JR counts for up to 12 weeks in the 12-month period; and (4) A State may count 3 or 4 days of JS/JR during a week as a full week of participation, but only once for any individual in a 12-month period. Vocational Educational Training has a 12 month lifetime limit. That is, for any individual Vocational Educational Training may count as a countable work activity for a total of 12 months, whether or not consecutive. Note: the 30 percent limit on the number of families that can count as participating due to Vocational Educational Training is not relevant to this data element as there is no way of determining which families did not count in the numerator of the work participation rate.

**Instructions:** If the work-eligible individual participated in a countable work activity, but the hours of participation did not count toward the overall work participation rates because the hours of participation in the activity are beyond a statutory limit, then enter code "1" in 11.A. Otherwise, enter "0" in 11.A. For example, an individual who has participated in Vocational Educational Training in excess of 12 months is beyond the statutory limit. The hours of participation referred to in this data element must meet the level of supervision and the Federal verification standards for countable work activities.

A. Beyond statutory limit?

0 = No

1 = Yes,

If data element 8 is coded with a "1" or data element 11.A. is coded with a "0," then leave data elements 11.B. and 11.C. blank. If data element 8 is coded "0" and 11.A. is coded with a "1," then, for data elements 11.B. and 11.C. in which the work-eligible individual participated during the report month, enter the total number of hours of participation.

B. Job Search and Job Readiness Training

C. Vocational Educational Training

12. **Did the work-eligible individual participate in a countable work activity, but the State did not report such hours of participation in the TANF Data Report (or, if applicable, the SSPMOE Data Report) because the State could not meet the Federal verification standards for including the hours of participation in the report?**

**Instructions:** If the work-eligible individual participated in a countable work activity, but the State did not include the hours of participation in the TANF Data Report – Section one (data elements #50 - #61) or the SSPMOE Data Report – Section one (data elements #43 - #54) because the State could not meet the Federal verification standards

for including the hours of participation in the report, then enter code “1” in 12.A. Otherwise, enter “0” in 12.A. The hours of participation referred to in this data element do not need to meet the level of supervision and the Federal verification standards for countable work activities. States may use self-reported hours of participation.

A. Hours of participation in a countable work activity do not meet verification standard?

0 = No

1 = Yes

If data element 8 is coded with a “1” or data element 12.A. is coded with a “0,” then leave data elements 12.B. through 12.M. blank. If data element 8 is coded “0” and 12.A. is coded with a “1,” then, for each of the following countable work activities, in which the work-eligible individual participated during the report month, enter the total number of hours of participation. Do not duplicate reporting hours of participation in data elements 12.B. through 12.M. that is reported in data elements 9, 10, or 11.

B. Unsubsidized Employment (include self-employment)

C. Subsidized Private Sector Employment

D. Subsidized Public Sector Employment

E. Work Experience

F. On-the-job Training

G. Job Search and Job Readiness Assistance

H. Community Service

I. Vocational Educational Training

J. Job Skills Training Directly related to Employment

K Education Directly Related to Employment

L. Satisfactory School Attendance

M. Providing Child Care Service for an Individual Participating in a Community Service Program

13. **If the work-eligible individual did not participate in countable work activities for a sufficient number of hours for the family to count toward the overall work participation rate, did the work-eligible individual participate in activities that do not qualify as a countable work activity under section 407(d) of the Social Security Act, but move the family toward self-sufficiency?**

**Instructions:** If the work-eligible individual did not participate in countable work activities for a sufficient number of hours for the family to count toward the overall work participation rate, but participated in activities that move the family toward self-sufficiency, enter code “1” in 13.A. Otherwise, enter “0” in 13.A. The hours of participation referred to in this data element do not need to meet the level of supervision and the Federal verification standards. States may use self-reported hours of participation.

A. Participated in activities that do not qualify as countable activities, but move the family toward self-sufficiency

0 = No

1 = Yes,

If data element 8 is coded with a “1” or data element 13.A. is coded with a “0,” then leave data elements 13.B. through 13.I. blank. If data element 8 is coded “0” and 13.A. is coded with a “1,” then, for each of the following non-countable work activities (13.B. through 13.H.), in which the work-eligible individual participated during the report month, enter the total number of hours of participation. For the educational activities (13B through 13.D.), homework may be included, where applicable. Note, the level of supervision and documentation for a countable work activity is not required for non-countable activities. Some of the non-educational activities listed below could be considered in the “Job Search and Job Readiness” categories reported in 9G, 10G, 11B, or 12G. If participation in such activities was reported in 9G, 10G, 11B, or 12G do not duplicate the reporting in this data element.

If the non-qualified activity that moves the family toward self-sufficiency is not included in the list below (data elements 13.B. through 13.H.) then enter the hours of participation in 13.I.i. and specify the activity in 13.I.ii.

B. High School or GED

C. Adult basic education/English as a second language

D. Post Secondary Education

E. Treatment Activities (e.g., physical or mental health, substance abuse treatment, domestic violence, physical or developmental disabilities, attending to physical or mental health conditions)

F. Family Life Skills Activities (e.g., teen parent skills, parenting programs, mentoring, personal development activities, organizational skills workshops, and budgeting skills workshops)

G. Accessing Work Support Activities (e.g., finding and arranging childcare, obtaining a driver’s license)

H. In assessment

I. Other

- i. Hours of Participation
- ii. Specify what other activity

14. **Is the work-eligible individual engaged in any countable work activity, or in any non-countable activity that moves the family toward self-sufficiency? If not, what is the principal reason for nonparticipation?**

**Instructions:** If the work-eligible individual participated in a countable work activity, or in a non-countable activity that moves the family toward self-sufficiency, then enter code

“1” in 14.A. Otherwise, enter “0” in 14.A.

A. Participating in a countable work activity, or a non-countable activity that moves family toward self-sufficiency?

0 = No

1 = Yes,

If 14.A. is coded with a “0,” then, enter the two-digit code that best describes the principal reason for non participation in 14.B.

B. Principal reason for non participation

01 = Family’s first month on assistance and no work activity assigned (first month on assistance means a new applicant as defined on line 10 of the instructions for the TANF Data Report – Section One)

02 = Individual assigned to a work activity that has not yet begun

03 = State/Local agency (or its contractor) has failed to engage individual

04 = Individual relocating from one local jurisdiction within State to another

05 = Work activities reports received too late for inclusion in report to HHS

06 = Family disregarded from participation rate (i.e., single custodial parent with child under age one; subject to a sanction for refusing to participate in work activities, but not subject to a sanction for more than 3 months in the preceding 12-month period; or participating in a Tribal work program)

07 = State exempt, single custodial parent with child under age 1, not disregarded due to 12-month limitation

08 = Individual in process of being sanctioned (including fair hearing process) or is subject to a sanction for refusing to work, not disregarded due to statutory or subject to a non-work sanction limitations

09 = State exempt, single custodial parent with child under age 6 and child care unavailable

10 = State exempt due to illness or disability of the WEI (including, but not limited to, in process of applying for SSI/SSDI)

11 = State exempt, due to illness or disability of child or other family member

12 = State exempt under a domestic violence waiver

13 = Good Cause Exemption

14 = Other State Exemption

99 = Other

If 14.B. is coded with “99” for other, then specify the principal reason in 14.C.

C. Specify Other Reason