

**County of San Diego, Health and Human Services Agency (HHSa)
CalWORKs Program Guide Letter**

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Issue date:

12/10/2014

Effective Date:

12/01/2014

Reference:

[All County Letter \(ACL\) 14-51](#)

Purpose:

To update eligibility and employment services staff on the Federal Work Participation Rate (WPR) Data Reporting instructions for Federal Fiscal Year (FFY) 2015.

Background:

The federal Work Participation Rate (WPR) measures the participation of individual(s) in Temporary Assistance for Needy Families (TANF) families that are engaged in work activities that lead to self-sufficiency.

Counties must report work participation data to the California Department of Social Services (CDSS) Federal Data Reporting and Analysis Bureau (FDRAB) on a monthly basis. Instructions are updated every Federal Fiscal Year.

Policy Change:

Instructions were added for deeming Satisfactory School in E2Lite during school breaks, such as summer vacation.

Survey submission dates were revised.

Summary of Changes:

- CPG Section 10-001.B removed.
- CPG Section 10-002.C removed.
- CPG Section 10-002.D removed.
- CPG Section 10-002.E removed.
- CPG Section 10-002.A reformatted.
- CPG Processing Guide 10-002.A.1 added to provide instructions on how to document and report work participation.
- CPG Processing Guide 10-002.A.2 added to provide instructions on how to project actual hours of participation.
- CPG Processing Guide 10-002.A.3 added to provide instructions on how to access the Enterprise II Lite (E2Lite) website and complete survey.
- 27-377 WPR Survey Tool updated to provide additional instruction regarding claiming hours for satisfactory school attendance in questions #22, 53 and 81. The form has also been updated and is no longer a .pdf fillable form.
- 27-356 WPR-E2Lite Calculation Worksheet updated and is no longer a .pdf fillable form.

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- FFY 2015 survey due dates updated. The due date for the last month of each quarter has been shortened to meet California Department of Social Services (CDSS) Federal Data Reporting and Analysis Bureau (FDRAB) deadlines.

Impacts:

Eligibility and Employment Services staff will be required to adhere the E2Lite survey due dates.

Programs Affected:

None

References:

[ACL 14-51](#)

[ACIN I-32-07E](#)

[MPP 42-714.1](#)

[MPP 42-714.2](#)

[MPP 42-714.3](#)

Sunset Date:

This policy will be reviewed for continuance by 12/30/2017

Approval for Release:



A handwritten signature in blue ink, followed by the date "12-10-14".

Rick Wanne, Director
Eligibility Operations

LP