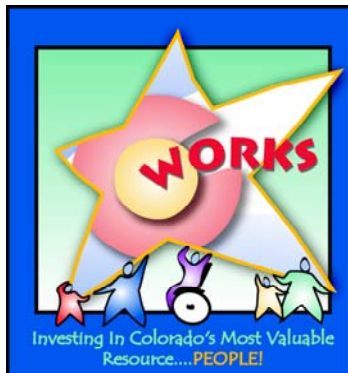




COLORADO BENEFITS MANAGEMENT SYSTEM



WORKFORCE DEVELOPMENT MANUAL

Produced by: Colorado Department of Human Services
Colorado Works Program
1575 Sherman St. 3rd Floor
Denver, Co 80203
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WORKFORCE DEVELOPMENT/CBMS

TABLE OF CONTENTS/LINKS

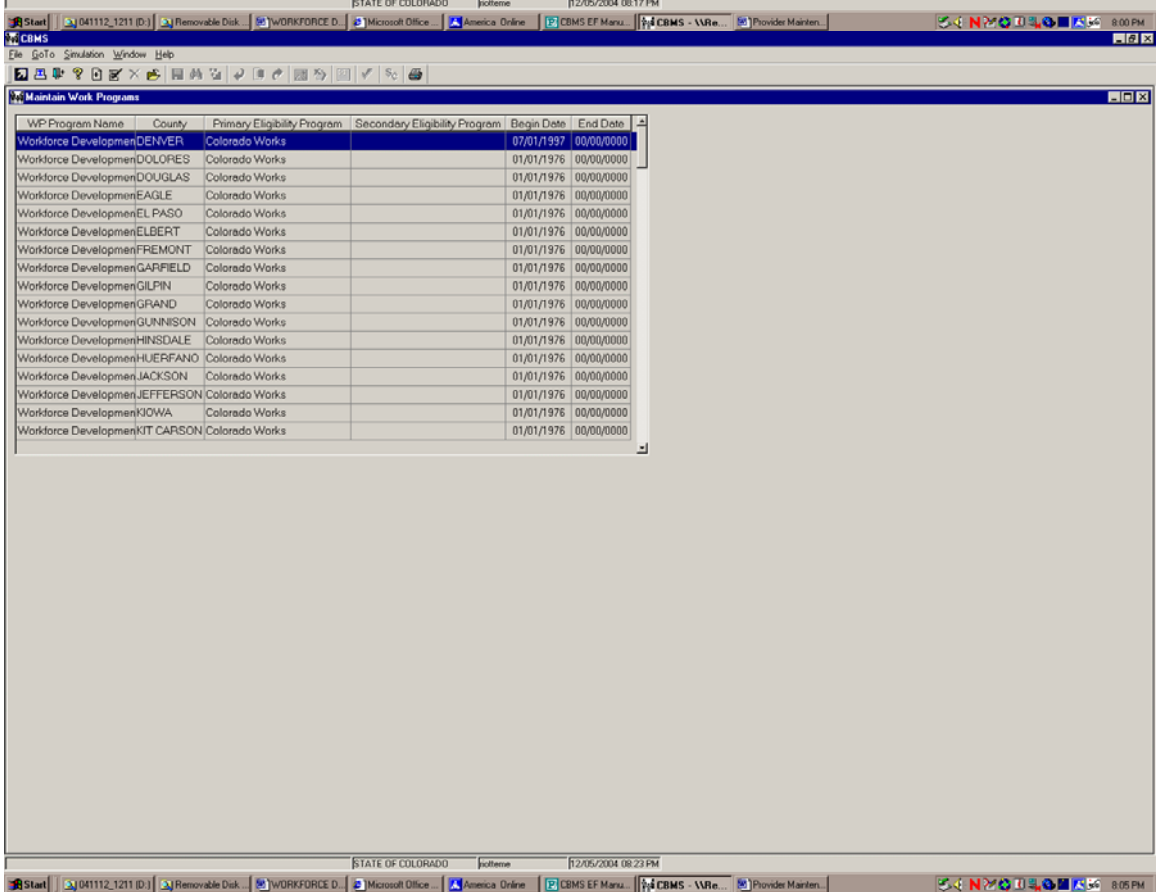
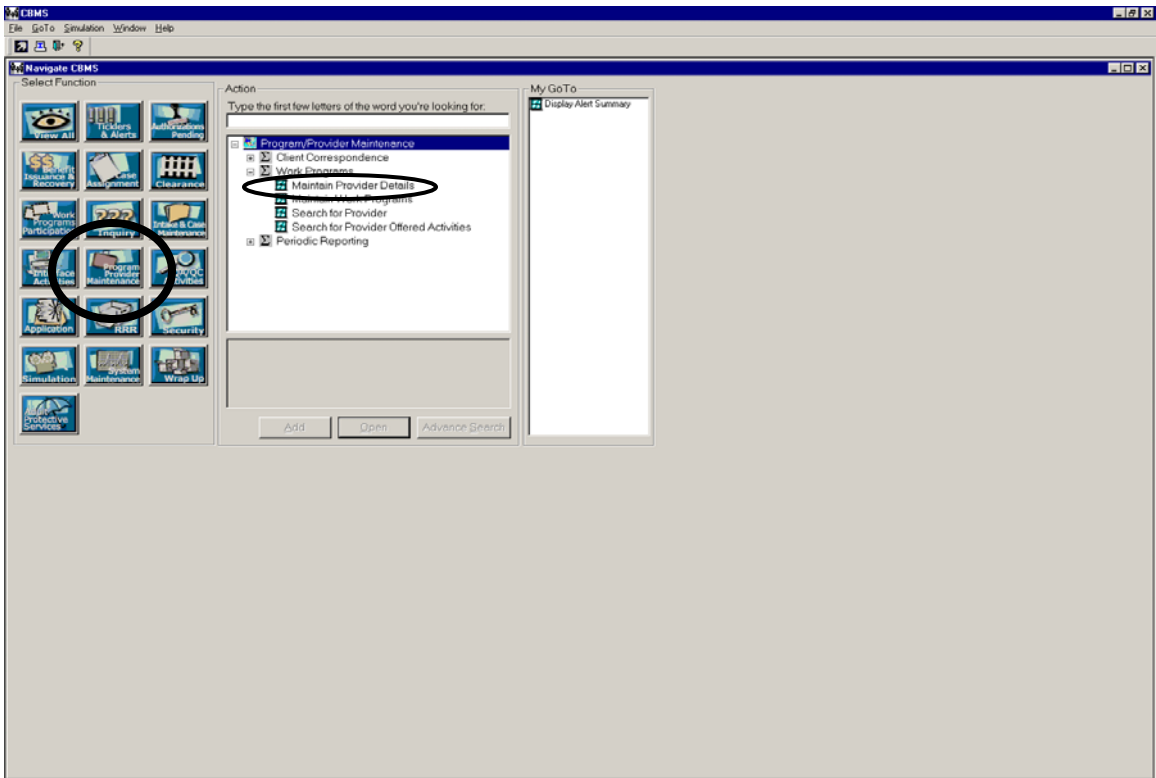
How Do I Set Up and Maintain the Workforce Development House?.....	1
Where Do I Start?.....	8
How Do I Get to a Work Programs Case?.....	10
How Do I Enter Assessment Information?.....	16
How Do I Close a Workforce Development Case in CBMS?.....	27
Work Activity Instructions.....	29



HOW DO I SET UP AND MAINTAIN THE WORKFORCE DEVELOPMENT HOUSE?

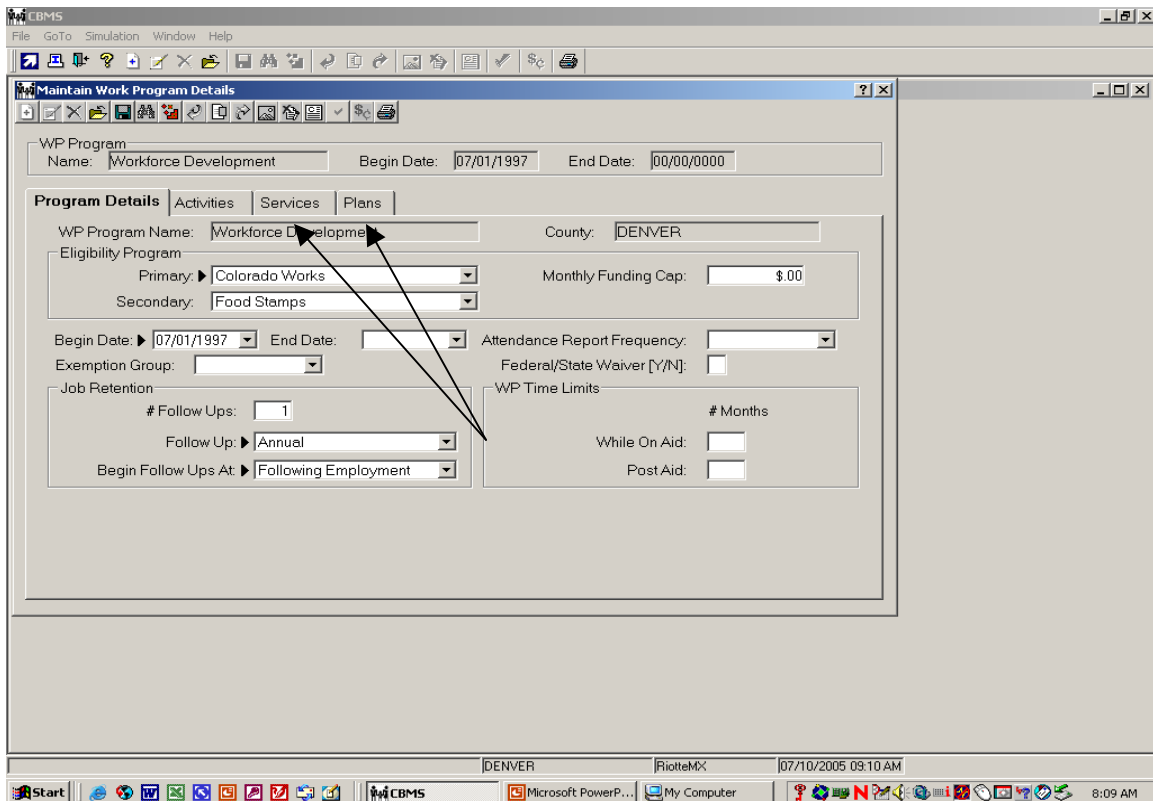
County user(s) with this access have the ability to enter information about what types of supportive services the county will pay to providers and to participants and the ability to choose the type of plans/IRCs they will generate from the CBMS (if desired). Counties have one or more CBMS users with security to set up the workforce development house.

The user must double click on the Program Provider Maintenance button off of the navigate CBMS screen. A screen will appear with the list of all of the counties and the related work program. When setting up this area, the user should make sure that the correct county is chosen with the correct corresponding work program.



2 How Do I Set Up and Maintain the Workforce Development House Dev. March 2005

Once the user has selected the appropriate county and the appropriate work program to amend (workforce development in this case), the following screen will appear. Users with the security to access "the house" have access to both the **Services** and the **Plans** tabs to set-up and amend this county specific information. When the user clicks on the **Services** tab, the following fields appear. The **Program Details** and the **Activities** tab is maintained by the state Colorado Works program area.



Setting up Supportive Services in the Workforce Development House

You must click the **Add** button at the top of the window to enter a new supportive service.

Complete the required fields:

Begin Date	Begin date of selected work program
Issuance Type	Type of issuance made for services such as EBT or EFT. Regardless of what is entered in this field, the decision as to what way funds will transfer is made when the supportive service is actually authorized

Note: Supportive services cannot be deleted after entry, only ended. The maximum service amount is the lifetime amount for that particular supportive service type and description. Once the maximum service amount is reached, a warning, which can be overridden, pops up telling the user the maximum amount has been reached.

The county user must choose the "type" of supportive service they will offer and then choose a "description" that is related to the "type." The supportive service the user chooses determines which service description they can choose from. For example, if the supportive service type "transportation" is chosen, only the descriptions related to transportation will be available in description drop-down such as "bus" or "vehicle purchase."

Again, the maximum service amount relates to each person for a lifetime. If the user goes over this amount that is set by the county, the system will give the user a pop-up stating they went over the amt., but the system will not prohibit further authorizations.

CBMS

File GoTo Simulation Window Help

Maintain Work Program Details

WP Program Name: Workforce Development Begin Date: 07/01/1997 End Date: 00/00/0000

Program Details Activities **Services** Plans

Type	Description	Maximum Service Amount	Begin Date	End Date
Education/Training	Adult Basic Ed	\$500.00	07/01/1997	00/00/0000
Transportation	Bus	\$500.00	12/03/2003	00/00/0000
Medical-Non-Medicaid	Drug/Alcohol Eval	\$1,000.00	11/01/2003	00/00/0000
Housing	Moving Expenses	\$500.00	07/01/1997	00/00/0000

Type: Education/Training
 Description: Adult Basic Ed
 Maximum Service Amount: \$500.00
 Begin Date: 07/01/1997 End Date:
 Issuance Type: EFT-Provider Payments
 Cash Paid in Lieu of Other Payment

More

Choose the way this supportive service type is most often paid (EBT/EFT).

DENVER RioteMX 07/10/2005 09:22 AM

Start CBMS Microsoft PowerP... My Computer 8:21 AM

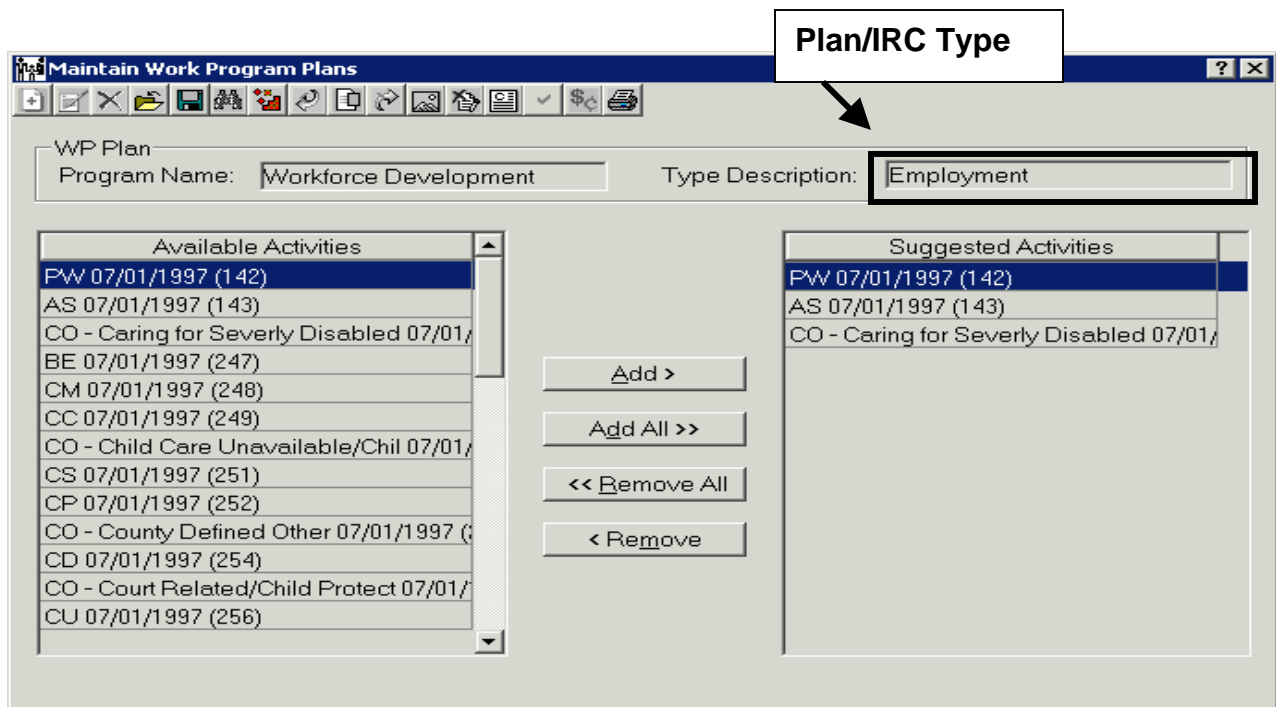
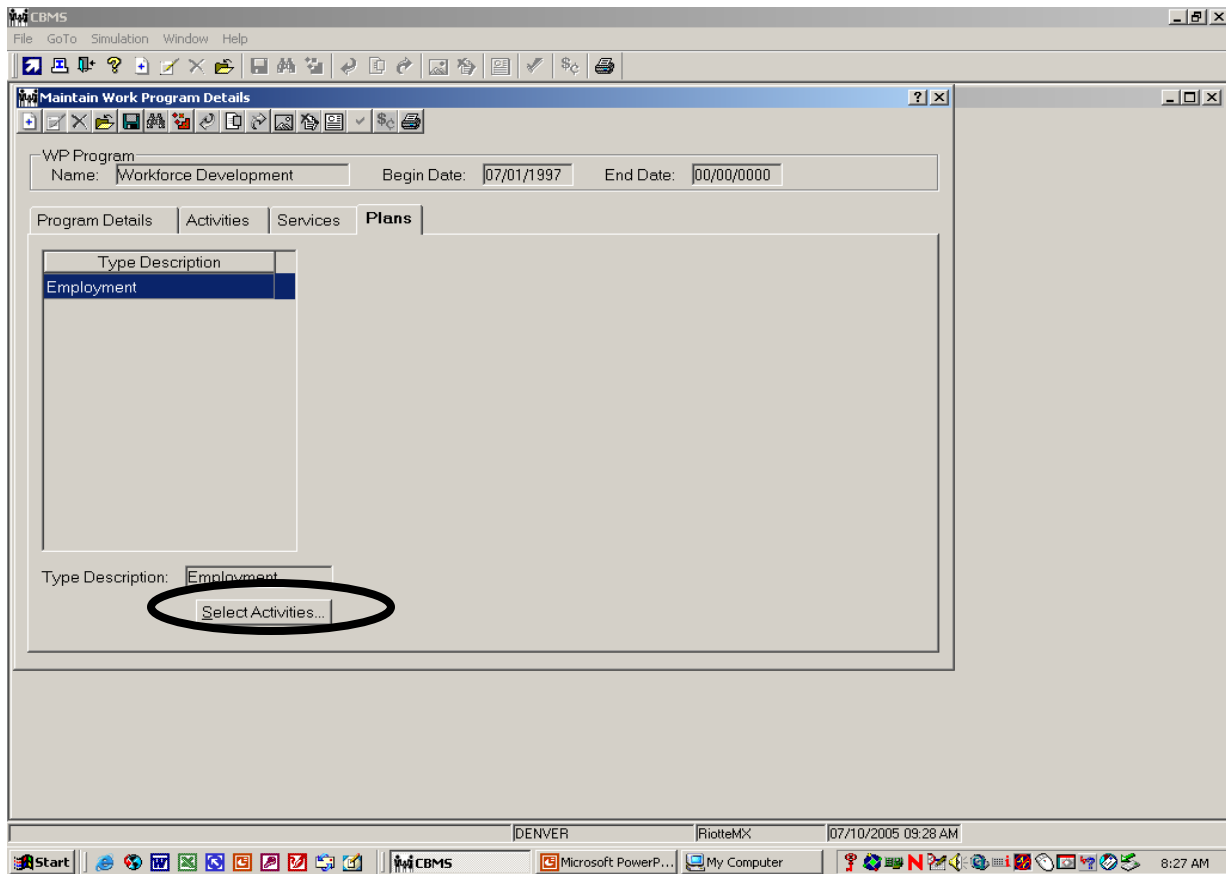
5 How Do I Set Up and Maintain the Workforce Development House Dev. March 2005

Setting up Plan/IRC types in the Workforce Development House

Plans/IRCs are set up by the county to support such business processes as non-compliance, sanction, and job search.

"Employment plan" is generic and can be used for all plans.

The select activities button can be used to select activities that can be associated with each plan type. For example, if a "job search" plan is chosen, the user can associate a job search work activity to the plan.



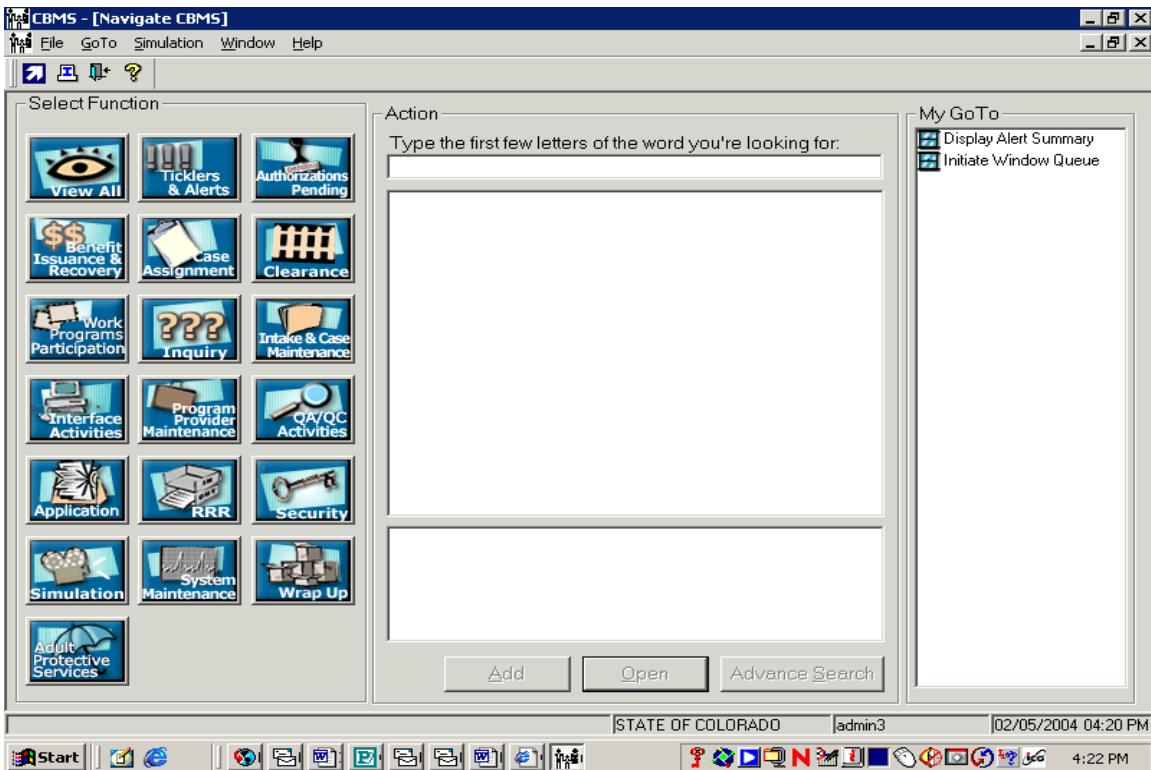
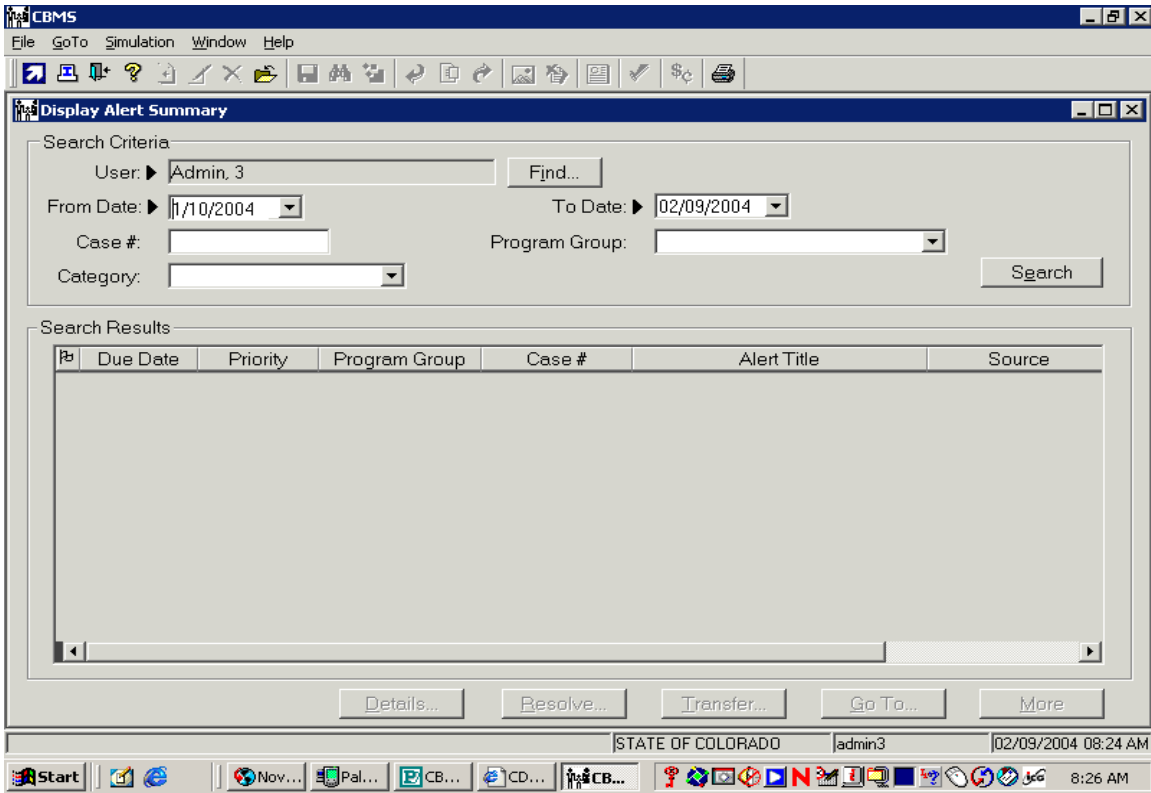


WHERE DO I START?

- After you've signed in, the system will automatically bring up the Display Alert Summary screen.
- Close the Display Alert Summary window to get to the Navigate CBMS window.
- The Navigate CBMS window is divided into 3 menus:
 1. Select Function menu—directs you to specific areas within the system
 2. Action menu—takes you to specific screens
 3. My Go To menu—place to create shortcuts
- Click the Work Programs participation icon on the Select Function menu.

Special points of interest:

- If you get lost in the system, you can always click the Navigate CBMS icon on the Toolbar. It will bring you to this screen.
- The icons you get on your Select Function area are dependent upon your security access.



9 Where Do I Start
Dev. March 2005



How Do I Get to a Work Programs Case?

- Click the + in front of the *Work Programs* line (or double-click the Work Programs line)
- On the new list that appears, click the *Maintain Individual's Work Program Participation* line.
- Type a social security number in the *SSN* box that appears.
- Click *Open*.
- This will bring you to the Maintain Individual's Work Program Participation screen, double click on any line with a Workforce Development Program Status and the system will take you to the Registration tab.

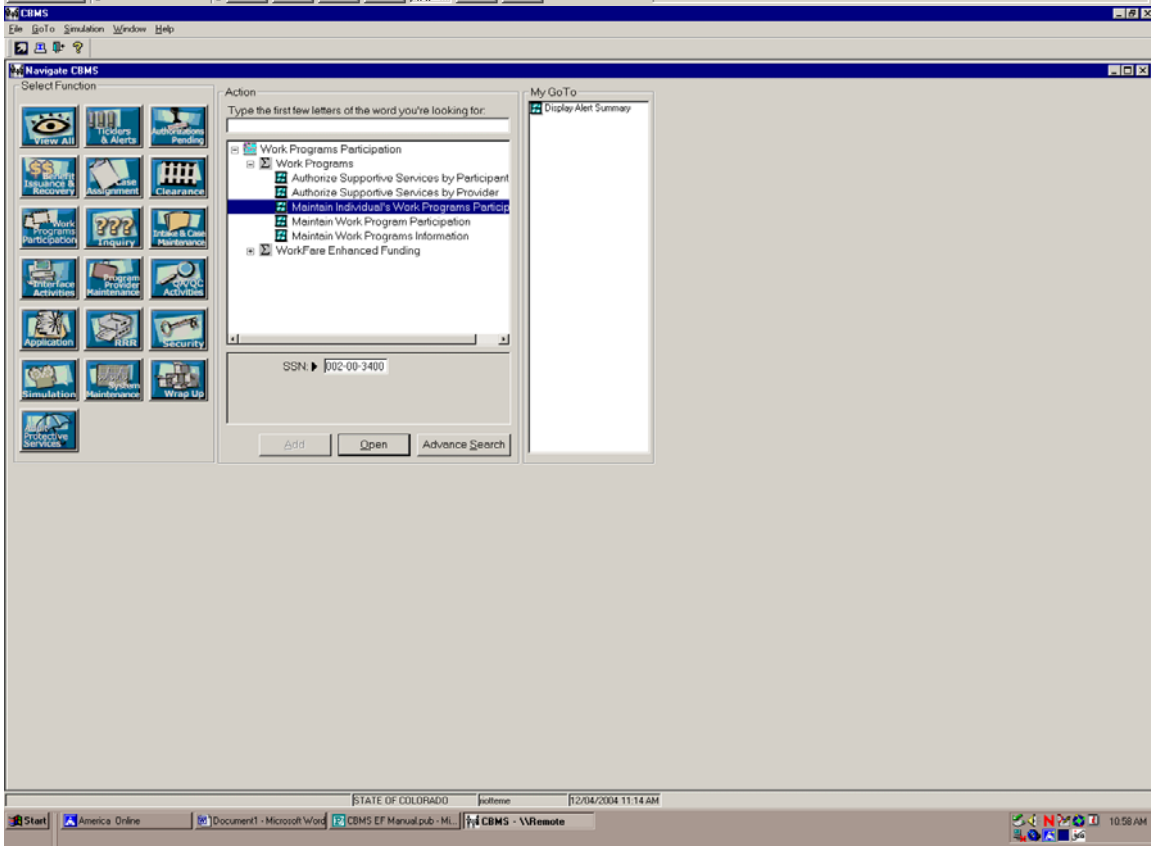
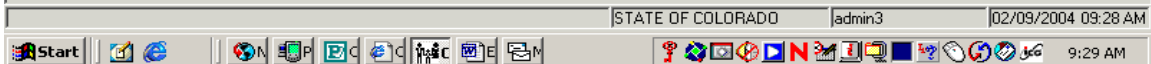
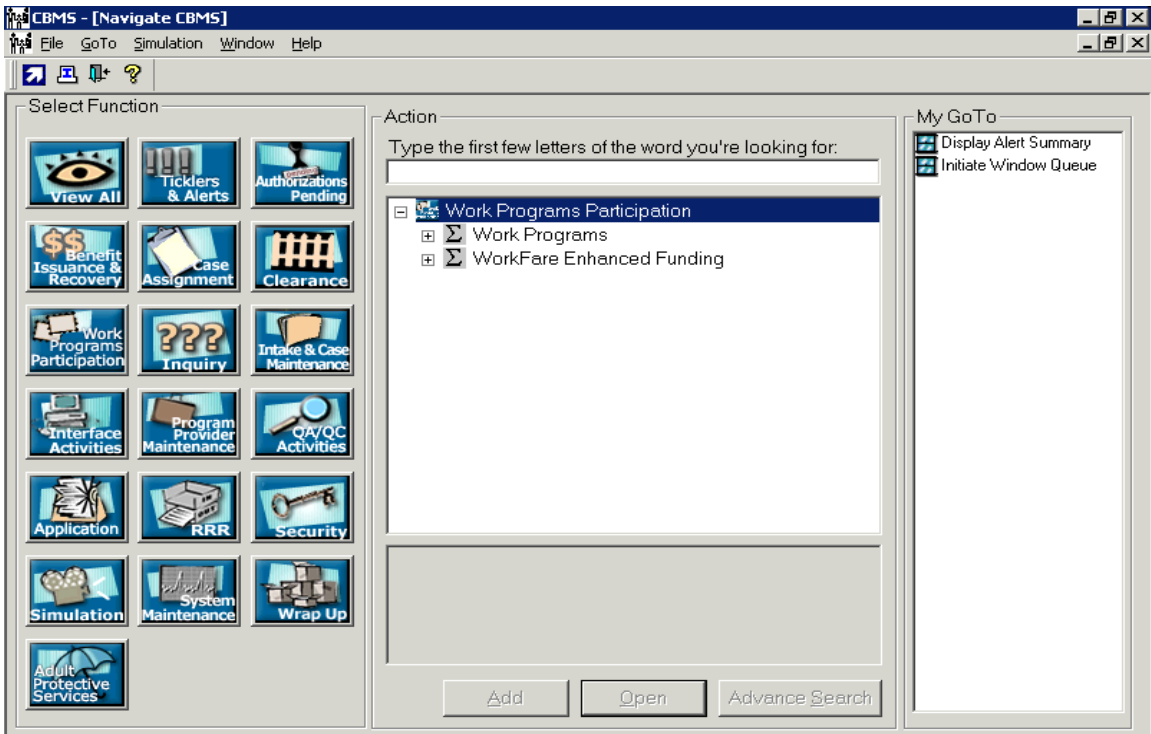
It is a good idea to always access your case for the first time through the Maintain Individual's Work Programs Participation area. This area shows the history of registrations and it also allows the user the opportunity to look at

- TANF time clock
- Disability information
- Address
- Current case status
- Other relevant demographic information.

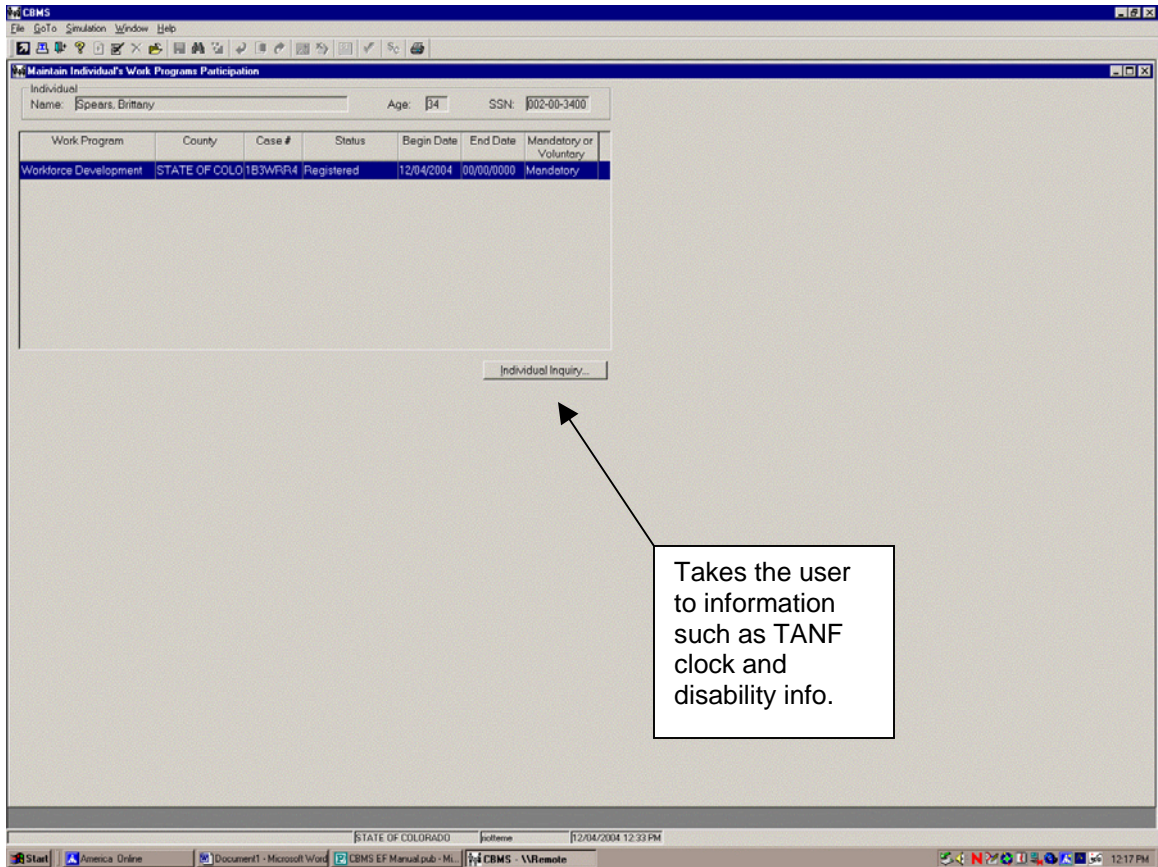
This information can be viewed easily by clicking the Individual Inquiry button at the bottom of the screen and then clicking the Case List and Individual Details buttons. This is valuable information for determining the next step in the workforce development program.

Special points of interest:

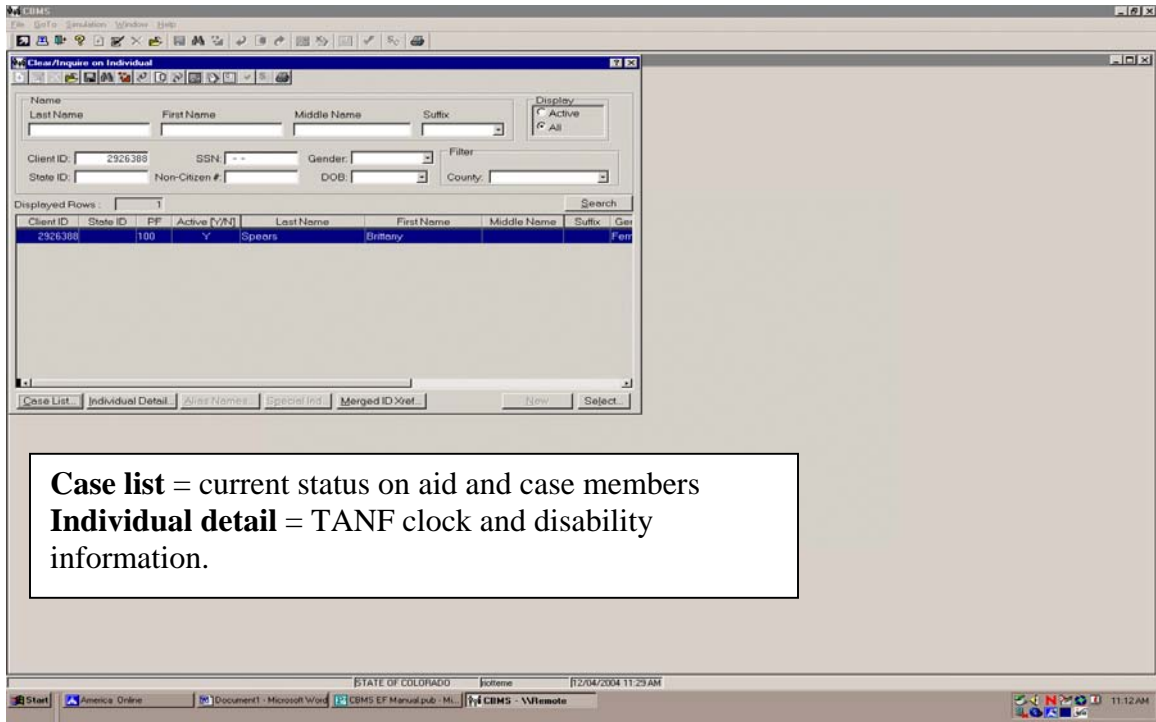
- 80% of your data entry will be completed on the Maintain Work Program Participation screens.
- Colorado Works decision tables determine who is referred to the workforce development area.



11 How Do I Get a Work Programs Case
Dev. March 2005



12 How Do I Get a Work Programs Case Dev. March 2005



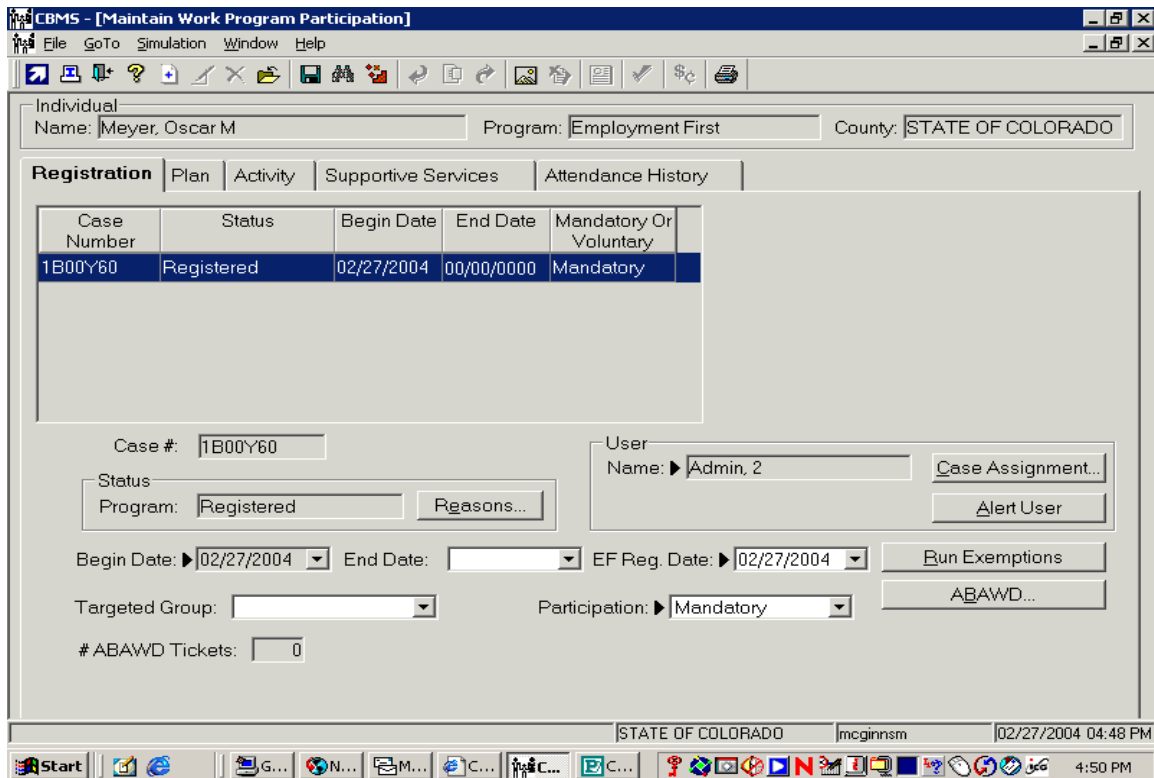
Registration tab on the Maintain Work Program Participation screen, gives you a high level overview of the Workforce Development case. You use this screen to:

- View *Program Status*
- View *Participation Status*
- *Reassign* the case to another Workforce Development worker (if you have the correct security profile).

Explanation of fields:

- **Case #:** This is the CBMS case #.
- **Program Status** field: status of Workforce Development case. In general, it tells you if the Workforce Development case is registered.
- **Begin Date** and **End Date** fields: these are the begin and end dates of the Program Status. You must end date a current status before entering a new status. To enter a new status click the add button on the icon menu at the top of the screen. Do not change the status.
- **Participation** field: The decision tables will set this to mandatory. Please do not change this to any other status. Workforce development participants are always mandatory.

- **# ABAWD Tickets** field: Shows the previous number of tickets this ABAWD has counted against them - THIS FIELD PERTAINS TO EMPLOYMENT FIRST ONLY
- **ABAWD** button: Click this to view the Individual Time Clock screen which tells you the person's ABAWD status - THIS FIELD PERTAINS TO EMPLOYMENT FIRST ONLY
- **Special points of interest:**
 - You need the CBMS Case # to go in to the Intake and Case Maintenance screens.
 - There must always be a Program Status with an End Date of 00/00/0000. This signifies the current status



The following are the only status programs that will be utilized by the Workforce Development Program until further notice.

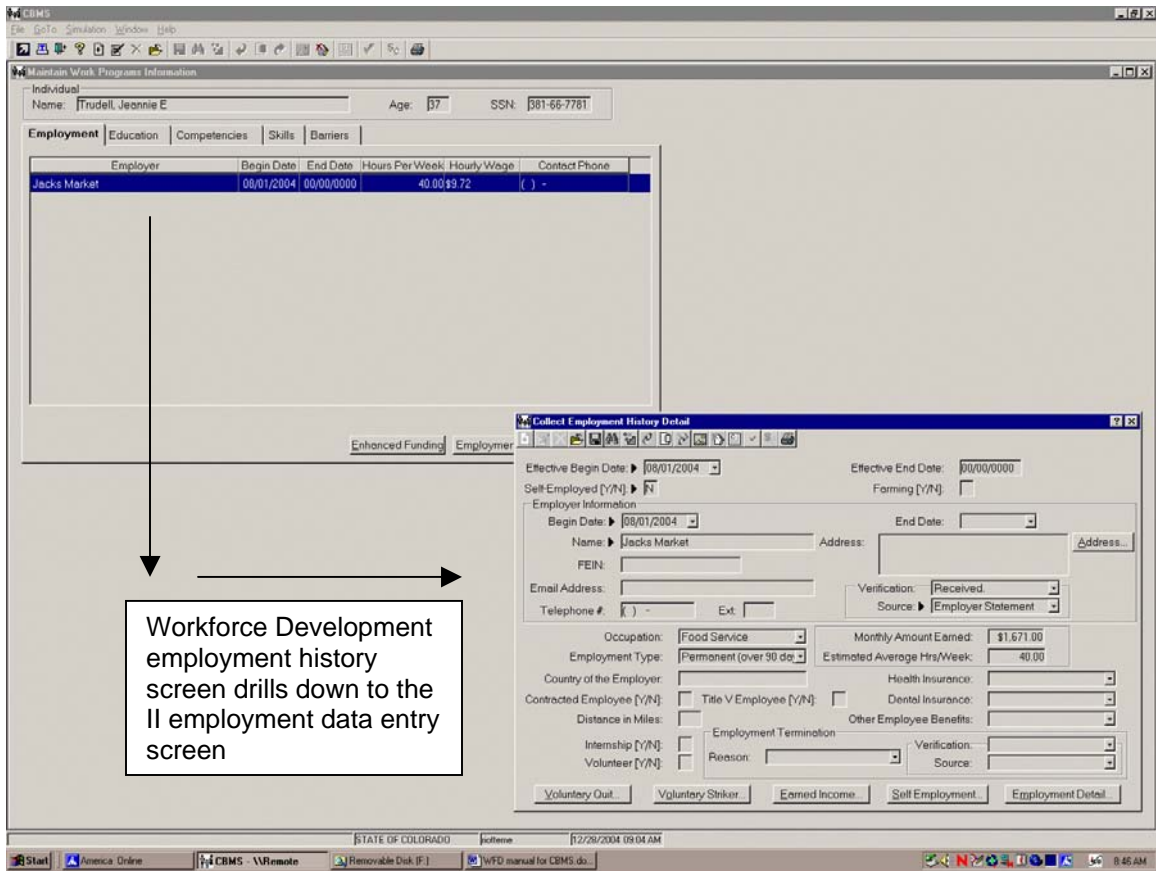
Status Program	Who chooses this?	What does it mean?
Closed	User selects	Person no longer receiving cash assistance
Registered	System generated	Workforce Development case is open/active



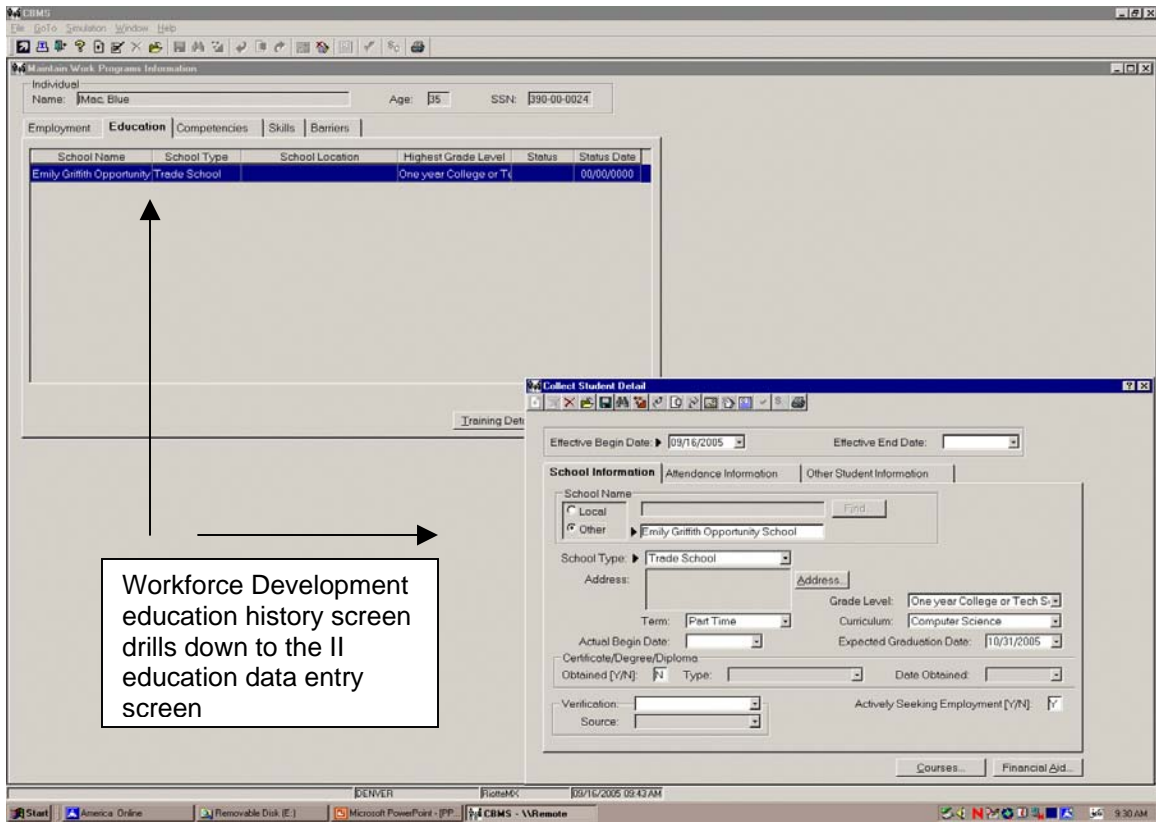
How Do I Enter Assessment Information?

Assessment information shall be collected on all Colorado Works - Workforce Development participants. This information can be transferred into this area from a county paper assessment if one exists. All of the tabs in the Maintain Work Programs Information area are required.

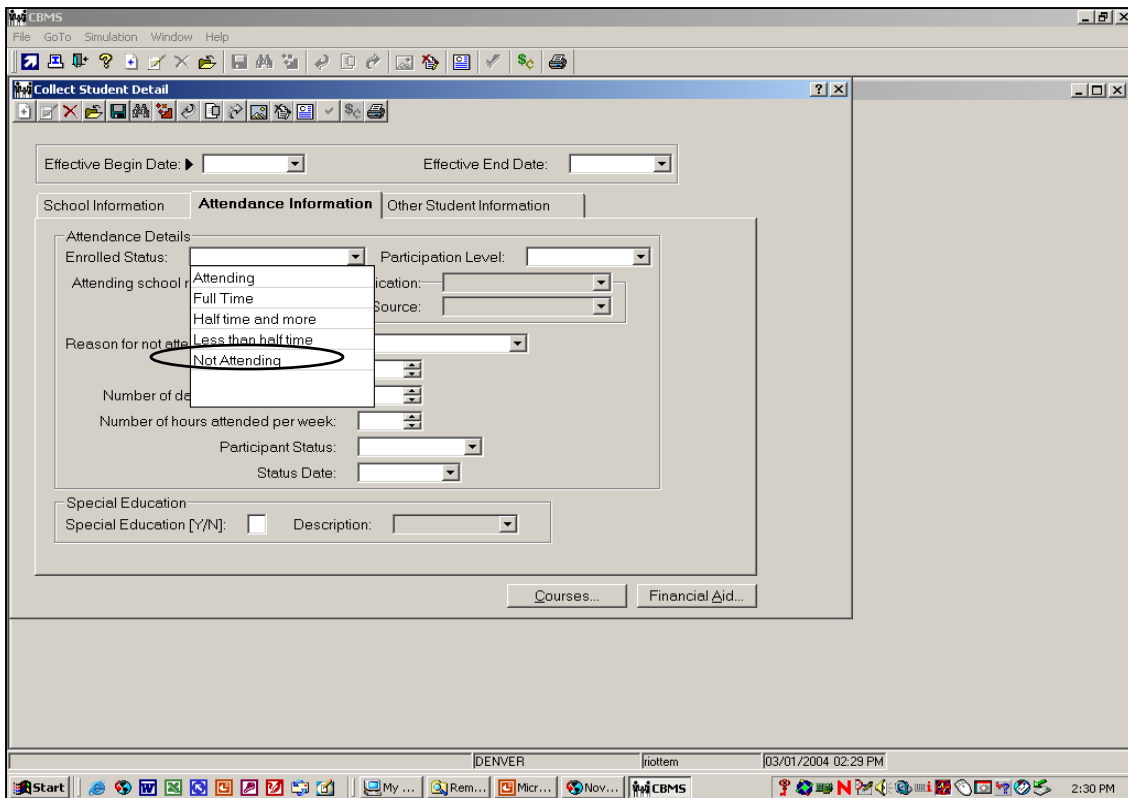
- Click the ***Maintain Work Programs Information*** line. This is where all the work programs assessment information is stored.
- Type a social security number in the ***SSN*** box that appears. Assessment information can only be accessed with the individual's social security number
- Click ***Open***.
- This will bring you to the Maintain Work Programs Information (Assessment) area.



Employment: Employment information is required for eligibility purposes. Based on the user's security, they may or may not have access into the Interactive Interview (II) screen that can be accessed from this Work Program Screen. Historical employment information shall be entered for the purpose of eligibility only and any other historical employment data retrieved from the participant at application can be entered if desired.

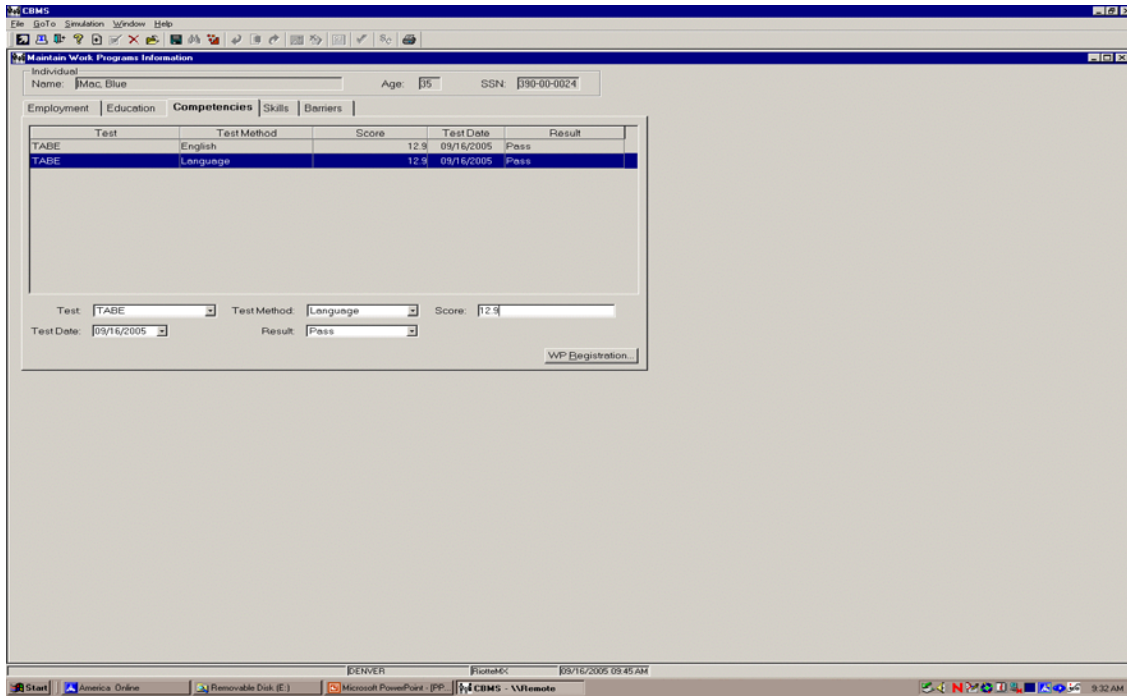


Education: Education information is required when the participant is attending the Colorado Works assessment is completed or if the participant enrolls in school while in the Colorado Works program. No historical educational information is required, but it is desirable to the extent that it can be used to determine employability.

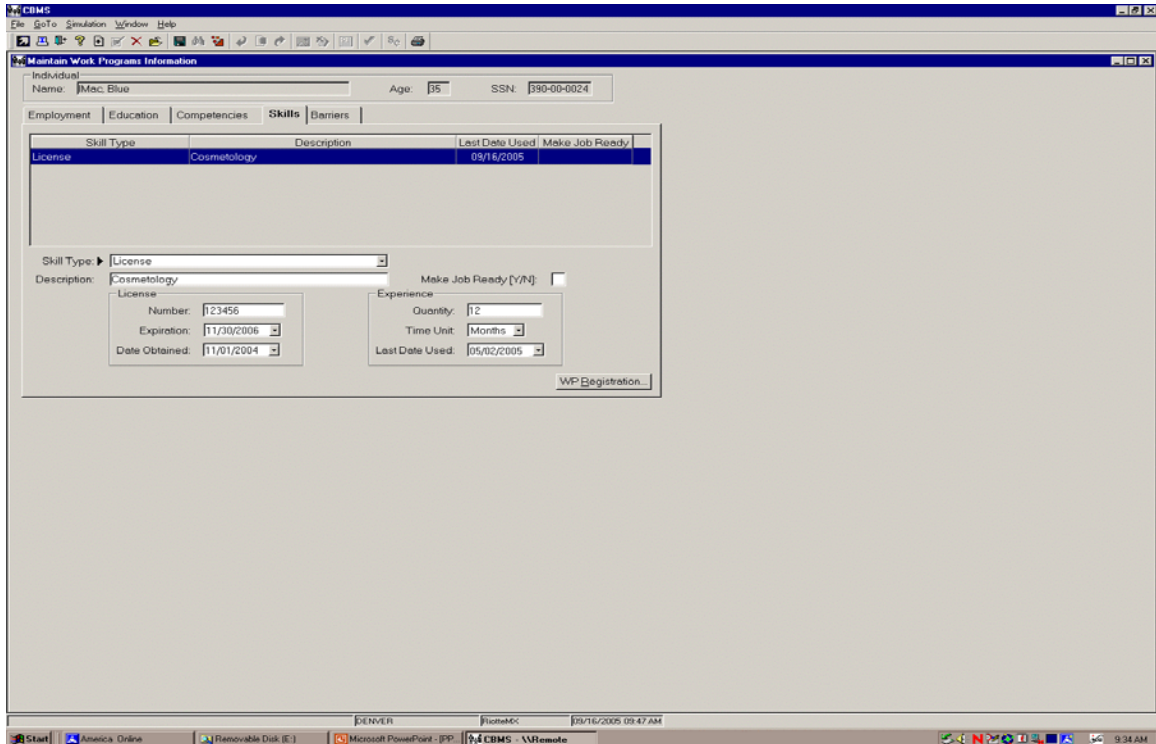


Interactive Interview Screen - Collect Student Detail Attendance Information tab

Education information must be current for all children between the ages of 16-18 who are not in school. This screen must be filled out if a child on a TANF case is between the ages of 16 and 18 years and IS NOT attending school. Choosing the valid value of "not attending" will cause the child to be referred to workforce development as per Volume III regulations



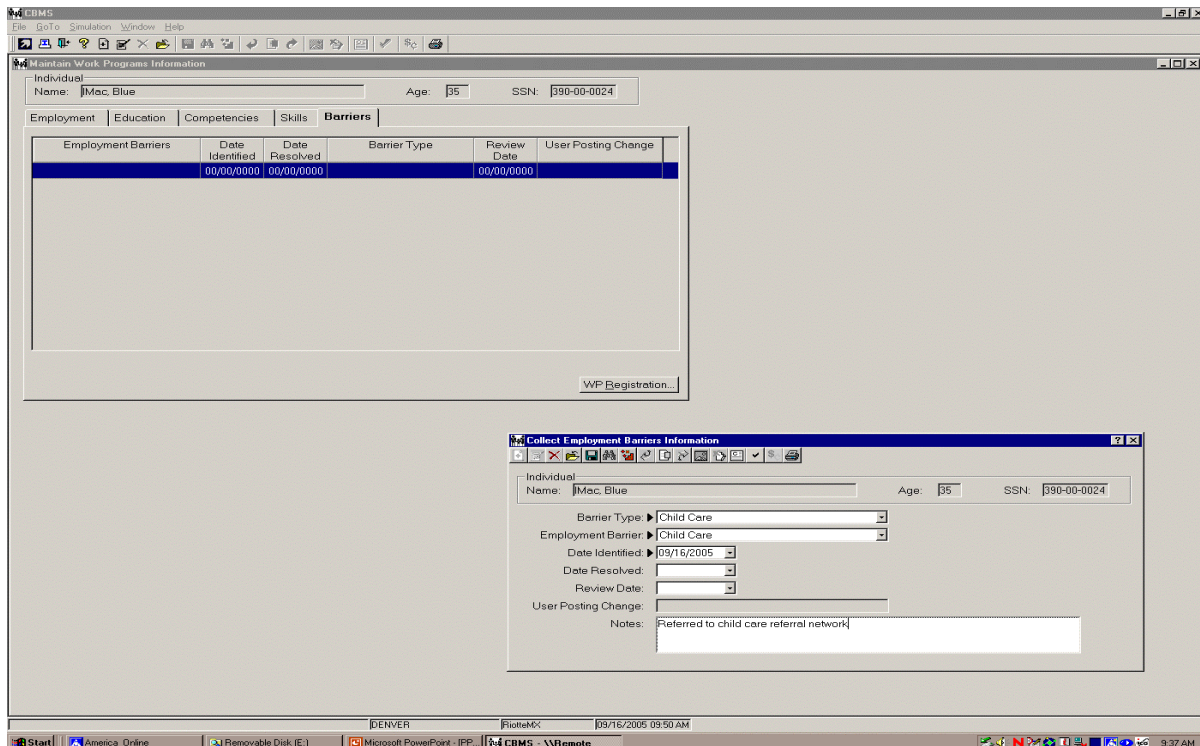
Competencies: Competencies are entered from the result of testing, which is normally administered with the participant in the assessment process such as the Test of Adult Basic Education and the Adult Basic Literacy Exam (ABLE). This information is valuable across county departments in determining employability.



Skills: Skills should be entered to the extent necessary to determine employability. Of particular interest are licenses and credentials that:

- Are gained while a participant is/was involved with the Colorado Works program.
- Were gained prior and can be analyzed in the local labor market to determine if the individual possesses skills that are necessary to obtain and retain employment.

NOTE: Only one skill type can be entered. For example, license can only be entered once, even if the participant possesses more than one license. In this scenario, the user should indicate in the free form description area for the particular skill type, all of the relevant information such as all the licenses the participant possesses.



Barriers: Barriers shall be entered and maintained in the barriers tab. Barriers are defined in the subsequent pages and should be reviewed each time a participant is in to be reassessed and/or the plan/IRC revised.

Note: The following barriers entered on one or both parents in a two-parent household will take them out of the two-parent work participation rate.

- *MEDICAL
- *MENTAL HEALTH

Barrier/County Defined Definitions

Maternity/Baby:

The Colorado Works participant is currently experiencing pregnancy complications or is in a postpartum hold period defined by the county department.

Medical:

The Colorado Works participant is currently experiencing medical issues that were found to hinder his or her ability to participate fully in work activities outlined in Volume III. Examples include: temporary or permanent physical disability, excluding complications from pregnancy as outlined in the definition for number 01 above.

Mental Health:

The Colorado Works participant is currently experiencing mental health issues that were found to hinder his or her ability to participate fully in work activities outlined in Volume III. Examples include: attestation from the participant with regard to symptoms including depression, anxiety, non-acute psychological consequences of previous trauma, in addition to any diagnosis provided by a certified mental health clinician.

Court/Legal:

The Colorado Works participant is experiencing court and/or legal issues, which are found to hinder his or her ability to participate fully in work activities. Examples include: many court dates, felony record, criminal background, large fines due, court/legal issues related to a separation or divorce, court ordered community service requirements, on probation or parole.

Homelessness/Housing

The Colorado Works participant is experiencing difficulty obtaining or maintaining permanent, stable, and or adequate housing, which was found to hinder his or her ability to participate fully in work activities outlined in Volume III. Examples include: living temporarily with family or friends, in the process of eviction, credit inhibits housing choices, prior unstable housing history that affects acceptance into housing or housing programs.

Transportation:

The Colorado Works participant is experiencing difficulty obtaining or maintaining reliable transportation and/or public transportation is unavailable or does not meet the needs of the participant. This was found to hinder his or her ability to participate fully in work activities outlined in Volume III.

Domestic Violence:

The Colorado Works participant is experiencing past, present or fear of future domestic violence that was found to hinder his or her ability to participate fully in work activities outlined in Volume III.

Learning Disabilities/Difficulties:

The Colorado Works participant is experiencing difficulties learning or has been determined to be learning disabled which hinders his or her ability to participate fully in work activities outlined in Volume III.

Lack of Support System:

The Colorado Works participant has inadequate emotional support from family, friends and/or community which has been determined to hinder his or her ability to participate fully in work activities as outlined in Volume III.

Child Care:

The Colorado Works participant has been unable to find appropriate child care for their child(ren) under six years of age which has been determined to hinder his or her ability to participate fully in work activities as outlined in Volume III.

Caring for a Disabled Family Member:

The Colorado Works participant is the primary care provider for their spouse, child, or parent who has a serious health condition and caring for this individual hinders his or her ability to participate fully in work activities outlined in Volume III.

**Pattern of Non- Cooperation with
Co. Works:**

The Colorado Works participant has demonstrated a pattern of non-cooperation with the Individual Responsibility Contract (IRC) that has resulted in conciliation, sanction of the basic cash assistance grant and/or closure of the basic cash assistance case for demonstrable evidence.

Under Employed:

The Colorado Works participant is employed, but not earning satisfactory wages for the field or position in which they are employed and/or are not employable in a field in which they have had prior training due to the local labor market.

Substance Abuse:

The Colorado Works participant is currently dealing with substance abuse issues that have hindered his or her ability to participate fully in work activities as outlined in Volume III.

Limited English Speaking:

The Colorado Works participant cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies and/or employers

Unemployed:

The Colorado Works participant has been unsuccessful in securing employment.

Literacy/Basic Educ:

The Colorado Works participant has been tested and his or her reading and comprehension levels are below 8th grade.

Soft skills/Life mgmt:

The Colorado Works participant lacks knowledge of workplace norms, expectations, and ethics. He or she may struggle with planning and organizational skills. This lack of knowledge hinders his or her ability to gain and retain employment or participate fully in other work activities as outlined in Volume III.

No Marketable Skills:

The Colorado Works participant does not currently possess skills that are marketable in the local economy.

Motor Vehicle Record:

The Colorado Works participant does not currently possess a valid driver's license due to driver's license suspension or revocation for unpaid tickets or fines and/or traffic offenses that warrant the suspension or revocation.

Children's Issues

The Colorado Works participant has child(ren) with significant behavioral problems, physical health, mental health, legal issues and/or has many children which hinders his or her participation in work activities as outlined in volume III.

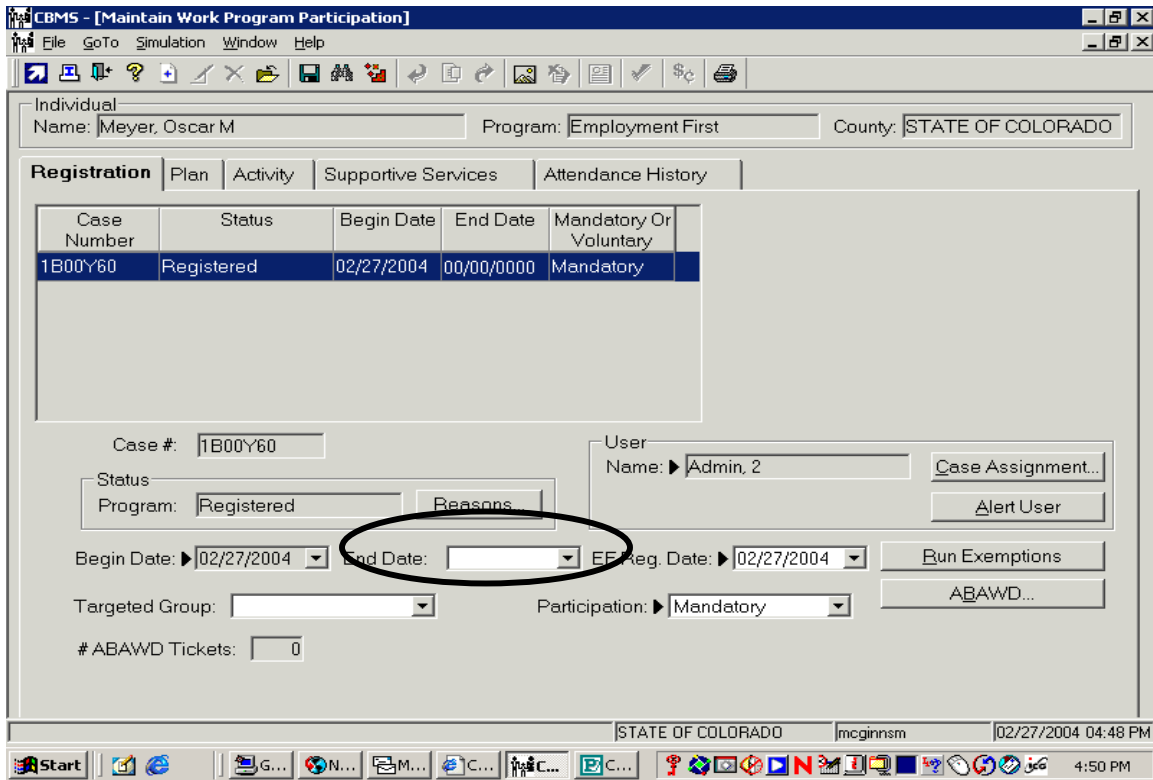


How Do I Close a Workforce Development Case in CBMS?

The program status for the workforce development cases should only be changed from "registered" to "closed". Other status options are used for Employment First only, such as "sanctioned." The process of changing the status to "closed" can be completed when the participant is off cash assistance and is not expected to return to cash within the reinstatement period. It can also be changed to closed when an individual has moved to another county.

1. Enter an **End Date** for the current Program Status.
2. Click *Save*.
3. Click *Add*.
4. In the **Program Status** field, select the appropriate Program Status from the dropdown menu.
5. Enter a **Begin Date**.
Do not enter anything in the End Date field for the new Program Status. By leaving this field blank, it signifies that this is the most current Program Status.

NOTE: If the status is changed to closed before the effective end date of the case assistance case, the decision tables will run and re-register the participant. It is best to wait 45 to 60 days after the effective end date of the cash case before the user changes the status to closed. The closed status can be entered and backdated to the effective end date of the cash case.





WORK ACTIVITY INSTRUCTIONS

All Colorado Works participants must be in an active component(s) for as long as the cash assistance case remains open. If the participant is scheduled in the Individual Responsibility Contract to begin one or more work activities and does not, the work activity(s) should have an actual start and actual end date in the same day. **If a participant is no longer participating in at least one of the components/activities listed on the IRC and is not employed, the case should be reviewed to determine if conciliation/sanctioning/case closure is necessary**

- 1) Please ensure that when employment records are entered into Interactive Interview, the corresponding work activity is entered into the work activities screen with matching start dates and end dates. This includes entry of full-time, part-time, temporary, and subsidized employment records.
- 2) A work activity can be opened and closed in a single data entry session or it can be entered and remain open.
- 3) The **status** of each work activity **must be** changed when the person actually starts the activity, when they are non-compliant with an activity, and when the end an activity. This is accomplished through the maintain status button on the bottom right hand corner of the “maintain participant activities” screen.

WORK ACTIVITY CODES


AS-Assessment/IRC Completed	JE-Job Entry
<i>*BE-Basic Education</i>	JS-Job Search/Job Readiness
CC-Child Care for Comm. Svc.	JT-Job Skills Training
CD-County Diversion	OR-Orientation
CM-Case Management	OT-On-The-Job Training
CN-Conciliation	PD-Post Employment Diversion
CO-County Defined Work Activities	PS-Post Secondary Education
CP-Community Work Experience	<i>PT-Part-Time Employment (<30hrs/week)</i>
CS-Community Service Activities	PW-Alternative Work Experience (AWEP)
CU-Cure	SA-Sanction Request
CX-Expanded Community Service	<i>*SK-Employer Specific Job Skills Training</i>
DI-State Diversion	SS-Serving Sanction
<i>*ES-English As A Second Language</i>	TT-Temporary Employment
<i>*GD-GED</i>	WO-Work Study
<i>*HS-High School</i>	<i>WX-Expanded Community Work Experience</i>

All bolded components are countable in the all-families federal work participation rate (WPR) for an average of 30 hours per week or an average of 20 hours per week for participants with at least one child under the age of 6 years. The *italicized components* can be used in combination with the bolded components to meet the federal work participation rate for participants with children 6 years of age or older.

Please refer to the [Colorado Works Code Conversion Table](#) for specific combinations and variables for individuals to count in the federal work participation rate. *These work activities can be used for all the required hours to meet the federal work participation rate for those participants with children under 6 years old (all-families only).



WORK ACTIVITY DEFINITIONS

The following are definitions; guidelines for start dates and end dates, and values for work activity statuses for all of the components/work activities available in the Colorado Works Program. When applicable, the word “countable” will appear in the box to indicate that the work activity is countable toward the federal work participation rate. If the word “conditional” appears in the box, please refer to the Colorado Works Code Conversion Table for specific information on counting the activity toward the work participation rate. The symbol  will appear in the box if the component is time limited for use toward the federal work participation rate.

The notation of **24** in the bottom left hand corner of the activity box indicates that the work activity meets the requirement in Volume III @ 3.631.1- the adult recipient of basic cash assistance is required to engage in work activities when he/she is ready to engage in work or once he/she has received basic cash assistance for twenty-four (24) cumulative months, whichever is earlier. The notation of **30%** in the bottom right hand corner of the work activity box indicates that the activity is considered as a part of the 30% cap on education if the activity is used and the individual meets the work participation rate.

Users are encouraged to look into their particular County's Colorado Works Plan for any additional provisions for the use of the following components and work activities listed below. A checkmark (✓) will be used in the following definitions when reference should be made to County Policy/Plans.

AS-Assessment/IRC Completion

Definition: This code is entered when the initial assessment was completed which resulted in the initiation of the first Individual Responsibility Contract (IRC). Only one "AS" may be entered per case span. NOTE: All new plans must be accompanied with a new "AS" component.

Start and end dates: The start date shall be the date that the assessment process began and the end date shall be the date that all parties sign the first IRC.

Maintain status: This work activity must be closed with a status code of “completed successfully.” This may require setting the status to referred, to participating and then completed successfully all in the same data entry session.

Additional reference(s): Volume III, 3.625.1 and 3.625.2 (timeframes exist in Volume III for the completion of the assessment and IRC).

24

BE-Adult Basic Education**Countable/Conditional**

Definition: This code is entered when a participant is engaged in basic remedial education and may only be used to reflect a course of study that is designed to increase the participant's basic proficiency in general areas of study such as math, reading, and language.

Adult basic education (BE) courses may **not** be combined with job skills training (JT), post secondary (PS) or education directly related to employment (SK) as one component entry for CBMS tracking purposes. The combination of education and remediation components (BE/JT) or (BE/PS) or (BE/SK) must be entered into CBMS as separate components with separate hours associated with each to ensure accurate reporting for the federal work participation rate. They should also be outlined separately in the Individual Responsibility Contract.

Start and end dates: The actual start date shall be the date that the actual attendance in basic education began and the end date shall be the last date of actual attendance.

24

30%

CC-Child Care for Community Service Participants**Countable**

Definition: This code is entered when a Colorado Works participant is providing child care services for another Colorado Works participant while that participant is involved in community service activities outlined in the County Plan. The participant providing child care is not paid by the participant in the community service activity and is not reimbursed for providing care by the County Department (i.e. Low Income Child Care Program). **If the participant is being paid for caring for children**, regardless of the funding source, the correct component code shall be one of the following depending on the weekly hours of care or timeframe of care:

JE - full-time employment *30+ hours per week*

PT - part-time employment *<30 hours per week*

TT - temporary employment *expected to last no longer than 90 days - any number of hours/week*

Start and end dates: The actual start date shall be the date that the actual child care services began and the end date shall be the last date that child care was provided.

✓ It is recommended that the user refer to their county's Colorado Works Plan to determine if this component exists as an option.

24

CD-County Diversion

Definition: This code is entered when a household **does not** meet the eligibility criteria for basic cash assistance under the Colorado Works Program, but meets the county established eligibility criteria for the ✓ County Optional Diversion Program. **NOTE:** County diversion eligibility is determined by the rules engine in CBMS based on county parameters from the Colorado Works County Plan. For the purpose of work programs, this code shall be used in every event of county diversion **except** when an individual or household **is** transitioning from *Basic Cash Assistance to County Diversion* for employment (see “PD-Post Employment Diversion component in the latter part of this section).

Start and end dates: The start date for the “CD” component shall be the date that both the participant and the case manager signed the first Individual Responsibility Contract *that includes the diversion conditions*. The **end date** for this component shall be the effective date the CBMS financial case closure/discontinuance/denial.

Additional references:

NOTE: All recipients of county diversion are not counted toward the federal work participation rate and the time clock does not advance as diversion payments are considered “non-assistance” unless the family receives more than four months of county diversion payments consecutively. Volume III @ 3.621 and Agency Letter number TCW-99-31-l.

24

CM-Case Management Activities

Definition: This code is entered when the participant is **not** currently engaged in any other component activity and is not employed. This code shall be used when an individual is actively preparing to enter any work activity.

Case Management may be used when a participant is between activities and the case manager is still working with the participant. Some examples of when the case management component is appropriate would be when a participant is negotiating participation in work activities with the help of the case manager or other agency. E.g. arranging child care, exploring careers/training options, interviewing for AWEP or CWEP positions, or when an activity is listed in the IRC, but has not yet begun.

Start and end dates: The actual start date shall be the date that the IRC indicates the beginning of the case management span and the end date shall be the last date of the case management span. The next component code start date shall be the day following the “CM” end date. **THIS ACTIVITY DOES NOT MEET THE 24-MONTH CLOCK REQUIREMENTS.**

CN- Good Cause Conciliation

Definition: ✓ **County policy** must allow for a participant to provide good cause for not complying with the terms and conditions of an IRC prior to sanction. A good cause conciliation period can be used to identify and discuss the reasons for non-cooperation with the Individual Responsibility Contract (IRC) prior to sanction. Where county policy provides, this component shall be used when there is a dispute between the case manager and a participant regarding a required activity and good cause reasons can be explored. An automated non-compliance process is available in CBMS-work programs and should be utilized prior to determining if sanction is appropriate

When a participant fails to satisfactorily perform in an on-going activity as negotiated with the case manager that component shall 1) remain open if the participant is still participating **or** 2) close as of the last date of actual attendance and "CN-Conciliation" shall be opened in CBMS.

Start and end dates: The timeframe for conciliation is ✓ County defined. The conciliation start date shall be the date the case manager determines that the participant is no longer in compliance with the terms/conditions outlined in the most current IRC. The end date is the date that it is determined that the conciliation effort was either resolved or failed. That date should not be more than the county's defined time period (e.g. 30 calendar days) following conciliation start date.

Additional reference(s): Agency letter number TCW-04-07-I "Colorado Works sanction for failure to comply with the terms and conditions of an IRC" dated November 2, 2004.

CO-County Defined Work Activities

Definition: This component code shall be used in order to identify those activities that are included in the ✓ county's plan for administration of Colorado Works. **Specific activities** that are outlined under the county defined category of the County Plan shall be included in the Individual Responsibility Contract with timeframes outlined. Examples include, but are not limited to, substance abuse and mental health counseling, pregnancy, and long/short term disability.

Also, if no IRC exists in the file outlining the activities under the County Defined Work Activity(s), good cause must be documented in the case record and outlined in the case comments area of CBMS (i.e. participant could not be contacted to revise IRC for inclusion of the County Defined Work Activity(s) before it's commencement, but is expected to complete the IRC after the good cause timeframe expires)

County defined work activities are countable toward a participant's requirement to be engaged in a work activity no later than 24 cumulative months of receipt of basic cash assistance. County defined work activities are not countable toward the Federal Work Participation Rate (FWPR).

The following is a list of reasons for utilization of county defined work activities in CBMS. Users should utilize the code that comes closest to the reason that the participant is in one of the above activities when appropriate.

Maternity/Baby Reasons
Medical Reasons
Mental Health Reasons
Court Related/Child Protection Reasons
Homeless Reasons
Transportation Reasons
Domestic Violence Reasons
Vocational Rehabilitation
SSI Referral
Child Care Unavailable for Child Under 6 years Only
Caring for Severely Disabled Child
Non-Cooperation
Appeal-24 Month Clock
Substance Abuse
Other Reasons

Start and end dates: Like all other work activities, specific **County Defined Activities** ***MUST be outlined in the IRC*** with start and end dates. The actual start date in CBMS shall be the date that the county defined activity commenced and the end date shall be the actual date that the activity ceased.

Barrier code: One or more barrier codes usually accompany a county defined work activity entry. Please ensure that barrier information is complete in the "Maintain Work Program Information" area of Work Programs.

Additional reference(s): Volume III @ 3.631.3

24

CP-Community Work Experience Program (public sector)

Countable

Definition: This component shall be used to indicate that an individual is actively participating in the Community Work Experience Program (CWEP); i.e., the participant is currently assigned and participating at a non-profit work site. This “work experience” position shall be used to enhance a participant’s employability.

Start and end date: The actual start date to be entered is the date the participant actually began the assignment, not the date the individual was referred. This start date should be listed on the IRC and the assignment agreement. The end date shall be the participants last day of attendance on the work site

Additional reference(s): Agency letter number TCW-99-7-A “Application of the Fair Labor Standards Act to Work Activities under the Colorado Works Program” dated February 18, 1999. Also see agency letter number TCW-00-15-A issued August 17, 2000 regarding the expanded work experience definition explained later in this section. The Fair Labor Standards Act recommended payment is automatically calculated on the attendance screen in CBMS once hours are entered for the work activity. These payments must be assigned and authorized in the supportive services area of CBMS and these payments DO count against food stamps.

24

CS-Community Service Programs

Countable

Definition: This code shall be used when an individual is actively engaged in an unpaid activity in which the participant is providing a service to the community at large. This includes programs such as Ameri Corps, Job Corps, and Volunteers in Service to America (VISTA). ✓ Counties may define additional community service activities in addition to the above in the County Colorado Works Plan.

****It is recommended that the user refer to their county’s ✓ Colorado Works Plan to determine if this component exists as an option and if so, the county’s recommendation for use****

Start and end dates: The actual start date shall be the actual date that the participant began the community service activity and the end date shall be the date participation in the community service activity ceased.

Additional references: Volume III @ 3.631.2 G and Agency Letter number TCW-99-7-A issued February 18, 1999 regarding the Fair Labor Standards Act (FLSA) and the Colorado Works Program. Agency letter number TCW-00-15-A issued August 17, 2000 regarding the expanded community service work definition explained later in this section. The Fair Labor Standards Act recommended payment is automatically calculated on the attendance screen in CBMS once hours are entered for the work activity. If option A or B is chosen from the agency letter, these payments must be assigned and authorized in the supportive services area of CBMS. These payments DO **count** against food stamps.

24

CU-Cure

Definition: This code shall be used only **after** an individual has received any level **Colorado Works sanction**. When an individual requests to "cure" a sanction, this code should be entered for the period in which the individual attempts to demonstrate proof of satisfactory performance in the activity(s) required to end the sanction. "CU-Cure" shall remain open in CBMS until the cure has been either positively or negatively resolved at which time the "CU-Cure" component code should be closed and the "collect individual compliance detail" screen in II should be updated, if appropriate.

Start and end dates: In all cases, the start date of the "CU-Cure" component code shall be the date that the individual requested to cure the sanction. The end date shall be the date that the cure process has been positively or negatively resolved. The component (CU) closure date for the positively resolved cure shall match the cure/comply date in the "collect individual compliance detail" screen. Sanctions cannot be cured retroactively, but all sanctions will be considered successfully cured from the date on which the participant requests the cure and that is the "comply" date. Activity(s) started in order to cure a sanction may continue after the cure has ended successfully.

The first component entered along with the "AS" component should be "CU" after any third level sanction (after sanction time served). Prior to curing the 3rd level sanction in the "collect individual compliance detail screen, the case manager may: 1) require the individual to demonstrate proof of performance or, 2) determine that the sanction may be cured without requiring the individual to engage immediately in an activity to demonstrate proof of performance. When an individual makes a request to cure after the third sanction and/or the workforce development case has been discontinued, a new case/registration must occur. This component shall be kept open at least until such time that the assessment and new IRC are completed.

Additional references: **HIGHLY RECOMMENDED READING:** Agency letter number TCW-04-07-I "Colorado Works sanction for failure to comply with the terms and conditions of an IRC" dated November 2, 2004.

CX-Expanded Community Service

Countable

Definition: This code shall be used when an individual is actively engaged in an unpaid activity in which the participant is providing a service to the community at large. This includes programs such as Americorps, Job Corps, and Volunteers in Service to America (VISTA). Counties may define additional community service program activities that may include a combination of community service and education, training, or family stability/enhancement activities. When combining education/training or family stability/enhancement activities with community service under this component, the education/training or family stability/enhancement activities may not exceed 35% of the scheduled hours per week.

For example, if a participant is scheduled for 35 hours per week in the CX component, a limit of 12 **scheduled hours per week** must be in education/training or family stability/enhancement activities and the other 23 **scheduled hours per week** must be in community service as defined in the “CS” work activity block in this section. The IRC must have the two listed separately, but they are reported into the CBMS – “maintain participant activities” screen and hours reported in the attendance tab under the work activity (CX).

****It is recommended that the user refer to their county’s ✓Colorado Works Plan to determine if this component exists as an option and if so, the county’s recommendation for use****

Start and end dates: The actual start date shall be the actual date that the participant began the community service activity and the end date shall be the date participation in the community service activity ceased.

24

DI-Statewide Diversion

Definition: This code is used when an individual meets eligibility criteria for basic cash assistance and does not need long-term or basic cash assistance as determined by the Colorado Works assessment. Instead, the applicant/participant demonstrates a need for a specific item or type of assistance, including but not limited to, cash, supportive services, housing, or transportation. If Statewide Diversion is paid to a two-parent household, entry of the component shall be made in both CBMS-workforce development case records.

Start and end dates: The start date for the “DI” component is the date that the participant and the case manager *signed the first Individual Responsibility Contract that includes the diversion conditions*. The end date is the effective date of the CBMS financial case closure (always the end of the last month of financial payments).

Additional references: Volume III @ 3.619. Statewide diversion recipients are not counted toward the Federal Work Participation Rate and their time clock does not advance with a statewide diversion payment.

24

ES-English as a Second Language (ESL):**Countable/Conditional**

Definition: This component code is entered when the participant begins an approved program to learn basic English designed to make him or her employable or eligible to enter a training program or employment.

Start and end dates: The start date for this activity shall be the date the participant began attending ESL classes and the end date shall be the date that the participant's attendance in classes ceased.

24**30%****GD-GED****Countable/Conditional**

Definition: This component is entered when a participant is attending an approved program designed to prepare one to take a high school equivalency exam or taking the examination itself.

Because the GED test results are not known when the participant completes the exam, it is not possible to immediately select the appropriate component completion code. The "GD" component should remain open until such time as the test results have been received in order to determine the correct status code to be entered. Also, the "collect student detail" screen in II should be updated with the new highest level of education completed.

- The number of hours to be entered with this component are the actual hours the participant is in class and supervised labs when actual attendance can be verified. Homework or travel time shall not be included in the **scheduled** hours in the "maintain participant activities" screen.
- Study time equivalent to each hour of classroom time may be included when reporting **ACTUAL** monthly hours in the attendance tab. More than one hour of study time may be reported if the participant attests to more or if the file can be documented with standards from the school/institution that state higher ratio of study time for each hour of classroom time.

Start and end dates: The start date for this activity shall be the date the participant began attending GED classes or testing began and the end date shall be the date that the participant's attendance in classes or testing ceased.

24**30%**

HS-High School

Countable/Conditional

Definition: This code is used when an individual is attending an approved program of secondary education, including alternative schools, in pursuit of a high school diploma.

Start and end dates: The start date for this activity shall be the date the participant began attending High School classes and the end date shall be the date that the participants' attendance in High School classes ceased. This component can be left open during scheduled school breaks other than traditional summer breaks.

24

30%

JE-Job Entry

Countable

Definition: This code is used when a participant obtains full-time, unsubsidized employment - at least 30 hours or more per week. This code shall be entered in addition to the employment screen being completed in CBMS with specifics of the employment situation.

Start and end dates: The start date for this component shall be the actual date the participant began employment and the end date shall be the participants' last date of employment or termination date. The start and end dates to this component should match the start and end dates of the employment record in the Interactive Interview area of CBMS.

24

JS-Job Search



Countable

Definition: The "JS-Job Search" work activity is used when an individual is engaged in a self-directed or structured job search plan as outlined in the IRC. These activities include employer contacts either in person, by telephone, or by electronic methods.

Start and end dates: The start date for job search shall be the date that the participant began either documenting job contacts and/or participating in the above defined job search activities. The end date shall be the last date the job search took place.

NOTE: This work activity may only be counted toward the Federal Work Participation Rate (FWPR) for a total of 6 weeks per federal fiscal year (4 weeks plus 2 weeks). The Job Search clock is reset every federal fiscal year (Oct. 1) for each participant.

24

JT-Job Skills Training



Countable

Definition: This code is used when the participant is enrolled in a vocational or technical job skills training program and is expected to receive a certificate or similar document upon successful completion of the program.

Start and end dates: The start date for this component shall be the date that the participant began job skills training classes and the end date shall be the date the participant stopped attending classes

- The numbers of hours to be entered with this component are the actual hours the participant is in class and supervised labs when actual attendance can be verified. Homework or travel time shall not be included in the **scheduled** hours (maintain participant activities) entered in CBMS
- Study time equivalent to each hour of classroom time may be included when reporting actual monthly hours in the attendance tab. More than one hour of study time may be reported if the participant attests to more or if the file can be documented with standards from the school/institution that state higher ratio of study time for each hour of classroom time.
- This component may only be counted toward the federal work participation rate for a total of 12-months.
- The hours entered in the attendance tab for this work activity can be overridden if the user decides not to use those hours in determining total hours toward the work participation rate thus saving the participant's time in that work activity.

24

OR-Orientation

Definition: This code is used when the participant is involved in structured, formal orientation activities for groups or on an individual basis, as it pertains to learning about the Colorado Works Program.

Start and end dates: The start and end date for this component shall be the date that the orientation took place.

OT-On-The-Job Training

Countable

Definition: This code is used when the participant is engaged in a subsidized work activity that offers the opportunity to learn a new trade in a supportive environment while transitioning into a regular unsubsidized employee status. This component code should be entered in CBMS regardless of the funding source; i.e., WIA, Vocational Rehabilitation, or a Colorado Works funded OJT.

Start and end dates: The start date for this component shall be the date the participant began the job. The end date shall be either the effective date of the CBMS financial case closure due to earnings or the last date the participant worked at the OJT site, whichever is earlier.

24

PD-Post Employment Diversion

Definition: This component is used when a participant becomes ineligible for Basic Cash Assistance (BCA) and is transitioning to county diversion payments because of employment. The workforce development case in CBMS can be left registered to accommodate payments made for post employment services such as incentive bonuses or reopened for each spell of assistance.

Start and end dates: The start date for this component shall be the day after the effective date of the Basic Cash Assistance (BCA) case closure. The **end date** for the component shall not be more than 60 days after the last day of the month in which the final financial (diversion) payment was made. This component shall remain open during the same time period as the job entry component (JE, PT, or TT) while county diversion payments are being made.

Additional references: All recipients of county diversion are not counted toward the federal work participation rate and the time clock does not advance if they are considered employed or if unemployed and has received short-term diversion (four months or less). Volume III @ 3.621 and Agency Letter number TCW-99-31-I.

24

PS-Post Secondary Education



Countable

Definition: This code is used when the participant is enrolled in post-high school educational activities and is expected to receive a degree upon completion.

- The numbers of hours to be entered with this component are the actual hours the participant is in class and supervised labs when actual attendance can be verified. Homework or travel time shall not be included in the **scheduled** hours (maintain participant activities) entered in CBMS
- Study time equivalent to each hour of classroom time may be included when reporting actual monthly hours in the attendance tab. More than one hour of study time may be reported if the participant attests to more or if the file can be documented with standards from the school/institution that state higher ratio of study time for each hour of classroom time.
- This component may only be counted toward the federal work participation rate for a total of 12 months.
- The hours entered in the attendance tab for this work activity can be overridden if the user decides not to use those hours in determining total hours toward the work participation rate thus saving the participant's time in that work activity.

Start and end dates: The start date for this component shall be the date that the participant began post-secondary education classes and the end date shall be the date the participant stopped attending classes.

24

30%

PT-Part-Time Employment

Countable

Definition: This code is used when the participant obtains part-time, unsubsidized employment for 29 or fewer hours per week. This code shall be entered in addition to the employment screen being completed in CBMS with specifics of the employment situation.

Start and end dates: The start date for this component shall be the actual date the participant began employment and the end date shall be the participants' last date of employment or termination date. The start and end dates to this component should match the start and end dates of the employment record in the Interactive Interview area of CBMS.

24

PW-Alternative Work Experience (AWEP-private sector)

Countable

Definition: This component shall be used to indicate that an individual is actively participating in the Alternative Work Experience Program (AWEP); i.e., the participant is currently assigned and participating at a for profit work site. This "work experience" position shall be used to enhance a participant's employability. The inclusion of education that can be categorized under Job Skills Training (**JT**), Post-Secondary Education (**PS**) and Education Directly Related to Employment (**SK**) **is allowed** under the "PW" component category. If combining education/training activities with community work experience under this component code, the education/training may not exceed 35% of the scheduled hours per week under this component.

For example, if a participant is scheduled for 35 hours per week in the "PW" component, a limit of 12 **scheduled hours per week** must be in education/training and the other 23 **scheduled hours per week** must be in a community work experience position as defined in the "CP" work activity block in this section. The IRC must have the two listed separately, but they are reported into the "maintain participant activities" screen in the attendance area under one work activity (PW).

Start and end dates: The start date to be entered is the date the participant actually began the assignment, not the date the individual was referred. This actual start date should be listed on the IRC and the assignment agreement. The end date shall be the participant's last day of attendance on the worksite.

Additional reference(s): Agency letter number TCW-99-7-A "Application of the Fair Labor Standards Act to Work Activities under the Colorado Works Program" dated February 18, 1999. The Fair Labor Standards Act recommended payment is automatically calculated on the attendance screen in CBMS once hours are entered for the work activity. If option A or B is chosen from the agency letter, these payments must be assigned and authorized in the supportive services area of CBMS. These payments **DO count** against food stamps.

24

SA-Sanction Requested

Definition: This code is used when the participant has failed to participate with the conditions of their Individual Responsibility Contract (IRC) without good cause. "SA" reflects the request for sanction to be initiated against the participant, but does not reflect the actual time in which the sanction will take place. For example, if the case manager determines a participant should be sanctioned for non-compliance with the IRC on 12-22-04, it is conceivable that the participant will not begin to serve the sanction until 2-1-05. The participant will stay in the "SA" component until the cash payment reduction period takes place as per CBMS benefit issuance information. At that time the user must enter an "SS" code in the "maintain participant activities" screen identifying that the participant is actually serving the sanction (see "SS" code in this section).

Start and end dates: The **start date** for the "SA-Sanction Requested" component shall be the date the Case Manager makes a determination that the participant is no longer in compliance with the terms of the Individual Responsibility Contract (IRC) and does not have ✓ **good cause** for non-compliance. The start date for any subsequent sanction request that **is not rolling** from a previous level of sanction will follow the above rule. The **end date** shall be the day prior to the first date of the month in which the Colorado Works sanction cash reduction period begins. For example, if the Case Manager determines that a participant shall be sanctioned due to non-compliance on 5-21-04, it is likely that the cash reduction period will not begin until 07-01-04. In this case the "SA" component should be opened on 5-21-04 and closed on 6-30-04 and the "SS" component opened on 07-01-04.

NOTE: Only Colorado Works sanctions related to the IRC should be tracked in the workforce development area of CBMS. Child support and immunization sanctions can be recorded in the case notes, but should not be tracked in the "maintain participant activities" area. This component does not meet the 24-month clock so once it is entered and a person is beyond the 24 months, the cash assistance case will close.

Additional Reference: **HIGHLY RECOMMENDED READING** Agency letter number TCW-04-07-I "Colorado Works sanction for failure to comply with the terms and conditions of an IRC" dated November 2, 2004.

SS-Serving Sanction

Definition: This component shall be used to indicate that the participant's Basic Cash Assistance (BCA) has been reduced as a result of a Colorado Works sanction. This reduction can be verified by viewing the Benefit Issuance (BI) payroll screen. The cash reduction period for the first, second and third level Colorado Works sanctions are ✓ County defined. This component will be entered after the initial "SA" component when a reduction in BCA is effective that reflects a first, second, and/or third Colorado Works sanction.

Start and end dates:

The **start date** for the first level sanction and any subsequent sanction shall be the first day of the month in which the cash reduction period begins in Benefit Issuance. The **end date** for first and second level "SS" - Serving Sanction shall be the last day of the month in which that particular Colorado Works sanction cash reduction period ends. The cash reduction period will end for one of the following reasons:

- ⇒ The participant cured the sanction.
- ⇒ The sanction rolled to another level.
- ⇒ The participant went off cash assistance because they became ineligible or a third level sanction was initiated.

The **end date** is always the last day of the month for the first and second level sanctions. When a third level sanction is imposed, the "SS" component code shall be entered with a start date **and** end date equal to the first day of the month in which the third level Colorado Works sanction cash reduction period begins. Also, the workforce development case becomes inactive at the 3rd level sanction because the participant will be ineligible for cash assistance for the duration of the third level sanction (anywhere from three to six months, depending on the county plan ✓).

The length of all levels of sanction is county defined, but must fit within the parameters outlined in the Volume III regulations. In addition, if the sanction was in a first or second level that was scheduled to last longer than one month (county plan specifies two or three month first and second levels) and the financial case closes for some reason while the sanction is being served, that "SS" component should be closed and a note made in the case notes that the sanction span was interrupted due to case closure. This level of sanction shall resume if /when another financial case is reinstated or re-approved for basic cash assistance.

NOTE: Only Colorado Works sanctions should be tracked in the workforce development area of CBMS. Child support and immunization sanctions can be recorded in the case notes, but should not be tracked in the "maintain participant activities" area. This component does not meet the 24-month clock so once it is entered and a person is beyond the 24 months, the cash assistance case will close for failure to be in a countable or county defined work activity after 24 months of receipt.

SK-Education Directly Related To Employment

Countable

Definition: This code is entered to reflect a participant's enrollment in vocational, educational or occupational skills training that is designed to meet the labor market needs of the local community. This definition differs from that of "JT" Job Skills Training and "PS" Post Secondary Education because the outcome is essentially the acquisition of specific skills rather than a degree or certificate. The "SK" code is also used to reflect activities which provide the applicant/participant with skills to enhance overall employability, including exposure to job seeking skills, resume writing, improved job retention, conflict management, goal setting, and self esteem building.

- The number of hours to be entered with this component are the actual hours the participant is in class and supervised labs when actual attendance can be verified. Homework or travel time shall not be included in the **scheduled** hours in the "maintain participant activities" screen.
- Study time equivalent to each hour of classroom time may be included when reporting **ACTUAL** monthly hours in the attendance tab. More than one hour of study time may be reported if the participant attests to more or if the file can be documented with standards from the school/institution that state higher ratio of study time for each hour of classroom time.

Start and end dates: The start date for this component shall be the date the participant began classes related to employment and the last date shall be the date the participant ceases attending those classes.

Additional reference(s): Volume III, 3.631. Agency letter number TCW-00-15-A issued August 17, 2000 regarding modification to this work activity.

24

TT-Temporary Employment

Countable

Definition: This code is used to reflect employment that is expected to last no longer than 90 calendar days and scheduled for any number of hours per week. If the employment meets the criteria to be considered "short-term," it must be written in the IRC as such for the purpose of retrospective budgeting for TANF Basic Cash Assistance. .

Start and end dates: The start date for this component shall be the actual date the participant began employment and the end date shall be the participants' last date of employment or termination date. The start and end dates to this component should match the start and end dates of the employment record in the Interactive Interview area of CBMS.

Additional reference(s): Agency letter number TCW-98-14-I "Retrospective Budgeting and Short Term Employment Questions and Answers" dated June 12, 1998.

24

WO-Work Study

Countable

Definition: This component code shall be used in order to identify and track the work-study portion of a participant's education program. This includes state and federal work-study and stay in school - work-study programs. This code shall be entered in addition to the corresponding education/job skills training component code. Enter the actual dates and scheduled hours per week that the participant is employed in the work-study position.

An **employment record shall not be entered in CBMS**. The related education/job skills training component shall remain open so long as the participant remains in school. If the participant is not engaged in any other activity during the work-study period of time, the work-study component shall be the only active component. Although an employment record will not be entered, this activity is countable toward the federal work participation rate.

Start and end dates: The start date shall be the date the participant began the work-study (this is not necessarily the date the school semester began). The end date shall be the final day of work at the assigned work site.

24

WX-Expanded Community Work Experience Program

Countable

Definition: This component shall be used to indicate that an individual is actively participating in the Community Work Experience Program (CWEP); i.e., the participant is currently assigned and participating at a non-profit work site. This "work experience" position shall be used to enhance a participant's employability. The inclusion of education that can be categorized under Job Skills Training (**JT**), Post-Secondary Education (**PS**) and Education Directly Related to Employment (**SK**) **is allowed** under the "WX" component category. When combining education/training activities with community work experience under this component code, the education/training may not exceed 35% of the scheduled hours per week under this component.

For example, if a participant is scheduled for 35 hours per week in the "WX" component, a limit of 12 **scheduled hours per week** must be in education/training and the other 23 **scheduled hours per week** must be in a community work experience position as defined in the "CP" work activity block in this section. The IRC must have the two listed separately, but they are reported into the "maintain participant activities" screen in the attendance area under one work activity (WX).

Start and end date: The actual start date to be entered is the date the participant actually began the assignment, not the date the individual was referred. This start date should be listed on the IRC and the assignment agreement. The end date shall be the participants last day of attendance on the work site.

24