

Department of Public Health and Human Services	SECTION: PROGRAM DESCRIPTION
WoRC GUIDELINES MANUAL	SUBJECT: Hours Not Completed (HNC)

CODING: HOURS NOT COMPLETED (HNC)

When a household applies for TANF cash assistance and the application date is after the first of the month, the initial month of benefits is pro-rated either to the date of application or to the date of negotiation of the Employability Plan (EP) with the WoRC Case Manager. (TANF 103-5)

Because participants are not required to participate in employment and training activities prior to the date of application and may not have a complete understanding of the requirements to participate in employment and training activities until the time they negotiate an EP with the WoRC Case Manager, the HNC component code may be used for the following:

1. Hours between the first day of the application month and the application date for individuals referred to Tribal NEW; and
2. Hours between the date of application and the date of the EP negotiation with the WoRC Case Manager for individuals referred to WoRC, **provided that allowable work activities cannot be reconstructed.**

Please remember to try to reconstruct any hours possible with the participant before applying HNC hours. Each participant received the HCS 710 booklet at the OPA when they apply for TANF and they receive it as a notice from OPA. Each participant is instructed to read through and complete the booklet. Each WoRC Case Manager should be asking for the HCS 710 booklet in attempt to reconstruct as many hours as possible before allowing HNC hours. **The efforts of the case manager to reconstruct activities must be documented in a TEAMS case note.**

HNC COMPONENT:

The HNC component code will be used by either the OPA Social Service Specialist or the WoRC Case Manager as follows:

OPA CASE MANAGER

OPA will use the HNC component code for TANF households who are referred to Tribal NEW for case management services. HNC will account for the time period

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between the first of the month and that application date. The use of the HNC code will be limited to the initial month of application.

WoRC CASE MANAGER

WoRC will use the HNC component code for TANF households who are referred to WoRC for case management services. HNC will account for the time period between the first of the month and the date the individual negotiates their Employability Plan (EP) with WoRC **provided no other activities can be reconstructed.**

The HNC code may be used by the WoRC Case Manager in the first two (2) months of benefits, if engagement with the WoRC Case Manager does not occur in the initial application month. The use of the HNC code by the WoRC Case Manager will be limited to the application month and the following month.

HNC HOURS:

TEAMS will continue to edit the number of hours attributed to the HNC code based on the application date.

► **In most instances the HNC hours should be calculated on a daily rate to achieve optimum participation and quickly engage the participant in activities, e.g. If the participant is required to complete 132 hours per month, 6.6 hours per day (32/5) would be used to calculate HNC hours. If the participant is required to complete 108 hours per month, 5.4 hours per day (27/5) would be used to calculate HNC hours. The following table is only a general guideline for the maximum number of HNC hours entered on the EMPL screen.**

Application Date	108 Hours Required	132 Hours Required
1 st thru 7 th	27	33
8 th thru 14 th	54	66
15 th thru 21 st	81	99
22 nd thru 30 th	108	132

► **EXAMPLES:**

#1: Mom has 2 children ages 8 and 9. Mom applies for TANF on 3/28/11 with a start date of 4/1/11. Because she has no child under age 6 and is a single parent, she is required to participate 132 hours per month. She meets with her WoRC case manager on 4/5/11 which is within 3 working days of her start date. Mom has provided the HCS-710 booklet with no countable activities listed.

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Health and Human Services

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HNC should be entered on the EMPL screen for 4/1/11-4/5/11. Since she has only missed 3 working days of activities (4/1/11, 4/4/11 and 4/5/11) only 20 hours ($6.6 \times 3 = 19.8$) should be allotted to the HNC code.

#2: Dad has a 13 year old son and applies for TANF on 8/23/11. Because he has no child under the age of 6, he is required to participate 132 hours. He takes advantage of the same day interview. He meets with his WoRC case manager on 8/24/11 to negotiate his EP. Since there are five working days remaining in the month of March, HNC would be entered on the EMPL screen for 99 hours ($6.6 \times 5 = 33 \times 3$ weeks) for 3/1/11-3/24/11 and activities would be negotiated for the five working days (33 hours) remaining 3/24/11-3/31/11.

#3: Mom, with her 3 year old daughter, applies for TANF on 3/2/11. Because she has a child under age 6, she is only required to participate 108 hours. She takes advantage of the same day interview, but does not meet with her WoRC case manager until 3/14/11. Since this is not within the 3 day referral period, she must provide good cause. Mom provides verification she was hospitalized from 3/3/11-3/13/11. Because she provided verification of good cause, her start date remains 3/1/11 and 54 HNC hours would be entered on EMPL for 3/1/11-3/14/11. The WoRC case manager would enter "Y" in the good cause section of the EMPS screen. If she did not provide verification of good cause, the WoRC case manager would enter "N" in the good cause section of the EMPS screen and notify the Social Service Specialist to change the start date of benefits to 3/14/11 and 54 HNC hours would be entered.

#4: Dad and 1 child apply for TANF on 8/12/11. Dad does not take advantage of the same day interview. The OPA Case Manager send the A032 "TANF Interview Scheduled" notice and the A034 "TANF Participation Information" notice off TEAMS on 8/15/11. Dad completes the interview with the OPA Case Manager on 8/19/11 and is referred to Tribal NEW for case management services. The OPA Case Manager would enter the following on EMPL:

HNC 8/1/08 through 8/12/11 66 hours
NEW start and end dates are automatically set by TEAMS

NOTE: Because Dad is referred to Tribal NEW for case management services, the start date of benefits will be 8/12/11.