

Department of Public
Health and Human Services

SECTION:

WoRC CASE MANAGEMENT

WoRC GUIDELINES MANUAL

SUBJECT:

Tracking and Documentation

ACCOUNTABILITY OF WoRC PARTICIPANTS:

WoRC Case Managers and participants must document participation on a weekly basis. Case managers must track and document activity progress and are the main point of contact for the participant in the WoRC agency. Verification of activity completion or progress must be recorded in the case file. It is also essential that the TEAMS system have accurate and timely information for federal reporting purposes. Participation data from TEAMS goes directly into the federal reporting system. Incorrect data or lack of certain data can place the state into a non-compliance situation which may result in monetary penalties that reduce the amount of money the state receives in the TANF Block Grant.

Tracking **actual** participation hours can be done in a variety of ways. It is imperative that the case manager spends enough time with the participant as needed weekly to monitor both compliance and progress.

► Each participant is required, weekly, to turn in a summary of participation hours with the proper verifications to coincide. **A number of forms have been developed to aid in the reporting and verifying of participation hours.** Other verifications or forms (developed by your agency and approved by PAB central office) may be appropriate. Forms must contain actual participation hour totals, date of participation, **the specific activity**, and the participant's signature if appropriate.

► Third party verification is required to support the participant's timesheet. Other types of participation verification may include, but are not limited to: progress or attendance report from a training instructor or work site assessment resource, work site attendance form signed by the site supervisor, wage verification, or other attendance records. Departmental timesheets have been developed and are required to be used including the Assessment Activities Log, HCS 774 Weekly Job Search Timesheet/Employer Contact Sheet, HCS 775 CSP Site Agreement and Community Service Timesheet. If the third party verification is a signature or initial on a timesheet, the name, title and phone number of the signatory must be included.

Because engaging in WoRC is a condition of eligibility, it is imperative that case managers document current and correct data in the TEAMS system. TEAMS input is mandatory to set initial activities, document progress and verify the need for sanction recommendation or case closure. A signed hard copy of the Employability Plan must be kept in the case file and be present by the 15th of the current month for the following month.

Department of Public
Health and Human Services

SECTION:

WoRC CASE MANAGEMENT

WoRC GUIDELINES MANUAL

SUBJECT:

Tracking and Documentation

► **By the 15th of the current month activities for the first future month must be populated with specific activities and specific details. The second future month must be populated with specific activities and general details that will need to be updated by the 15th of the next month.** The activities on the EMPL screen must be authorized on the EMPS screen for the current month and two future months.

When the participant fails to comply with participation activities and case management contact requirements as specified in the Employability Plan, the WoRC Case Manager will communicate with the OPA either a sanction recommendation and/or case closure by the 15th of the month.

Deliberate falsification of participation reports can result in Intentional Program Violation penalties for participants.