

**PERFORMANCE STANDARDS**

- The state's all family and two-parent participation rates are determined at the end of the federal fiscal year by Administration for Children and Families (ACF)
- All information is based on the federal fiscal year
- Federal fiscal year begins in October and runs through September
- Performance standards, or participation rates, are required under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA)
- The performance standards are based on the federal hourly requirement
- Any case receiving TANF Cash is eligible for sampling

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**PERFORMANCE STANDARDS**

- There are two participation rates that New Mexico must meet:
  - All families
  - Two-parent
- The all-families participation rate requirement is 50%
  - 50% of all TANF families must be in an approved activity for the minimum number of required hours
- The two-parent participation rate requirement is 90%
  - 90% of all two-parent families must be in an approved two-parent activity for the minimum number of required hours

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**PERFORMANCE STANDARDS**

FAMILY TYPE	MINIMUM FEDERAL WEEKLY HOURS	NEW MEXICO WORKS REQUIREMENTS
Single Parent with a child under age 6	20 Hours a Week	+ 4 Hours a Week
Single Parent with a child over age 6	30 Hours a Week	+ 4 Hours a Week
Two Parent Family with One Parent Disabled	30 Hours a Week	+ 4 Hours a Week
Two Parent Family, with No Federally Funded Childcare	35 Hours a Week, 30 Hours in a Core Activity	+ 5 Hours a Week
Two Parent Family with Federally Funded Childcare	55 Hours a Week Combined, 30/20 Hours in Core Activities	+ 4 Hours a Week

- The minimum Federal hours are based on core activities, and within federal time limit standards.
- The Federal minimum hours are for reporting purposes only.
- The individual must still be in compliance with New Mexico Works requirements.

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PARTICIPATION RATE PROCEDURES

- States may opt to submit the TANF universe or a sample
  - New Mexico submits a sample
- The TANF sample is run monthly and submitted quarterly
- 275 active **TANF cash** cases are **randomly** selected by IBM each month
  - Any type of case can be selected including those that are exempt
- The number of cases selected is regulatory
  - 50 cases must be new approvals
  - 150 cases of any TANF cash type
  - 75 cases must be two-parent households
- The 275 cases determine the all families rate.

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PARTICIPATION RATE PROCEDURES

- The two-parent rate is determined by the 75 two-parent sub-sample, **plus any other two-parent case selected in new approvals or all families**
- All mandatory cases are reviewed prior to transmission to ACF for additional work activity hours that may have been entered late
- Cases with a waiver or exemption are reported with the appropriate status
- Additional reports that are submitted:
  - A closed case sample of 68 per month
  - A monthly aggregate report
  - A stratum count report

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PARTICIPATION RATE PROCEDURES

- Counties have the Disaggregate Report available through Dispatch
- The report is broken out into three sections:
  - New Approvals
    - Any type of case can be selected in this section, as long as it is a new approval
  - All Families
    - Any type of case can be selected in this section
  - Two Parents
- The report lists the SSN and name of the case selected, and the worker number
- Counties may have:
  - Cases selected in all three categories
  - Cases selected in just one category
  - No cases selected

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PARTICIPATION RATE PROCEDURES

- The participation rate is based on the following formula:
- Numerator:
  - The number of cases meeting the federal requirement for work activity hours
- Denominator:
  - The number of cases selected, **less** any cases qualifying as a **disregard** or any **selected in error**
    - An example of a case selected in error would be an Education Works that was coded as a regular TANF cash case

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PARTICIPATION RATE PROCEDURES

- A single parent case is a disregard if:
  - There is a waiver for caring for a child under age 1
  - Tribal cases
  - Sanctioned, but only if sanctioned 3 months out of the last 12 months
  - No parent (child only) family
    - These would be cases where the adult is an SSI recipient or an ineligible alien
- The two-parent disregard is:
  - Sanctioned, but only if sanctioned 3 months out of the last 12 months
- Cases are not counted if selected in error.
- **A disregard may be an exemption, but not all exemptions are disregards**

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Work Participation Status

MANDATORY CLIENTS

- In determining the participation rates, there are **six** categories of status:
  - 1. Meeting
  - 2. Disregard
    - Child Only Case [not applicable for 2-Parent Families]
    - < 1 Waiver [not applicable for 2-Parent Families]
    - Work sanctioned for 3 or fewer months in the last 12
  - 3. Listed in Error
  - 4. Not Meeting
  - 5. Exempt
    - Third Trimester Pregnancy
    - Disabled, not receiving SSI
  - 6. Sanctioned not Disregarded

MANDATORY CLIENTS

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PARTICIPATION RATE FORMULA EXAMPLES

County has 37 cases selected for the month.

The TANF Disaggregated Case SSNs by Geo/Adm Report, HIR61A06,,  
Has the breakdown as follows:

Stratum 00 – NEW APPROVALS – 9 cases

Stratum 01 – ALL FAMILIES - 18 cases

Stratum 02 – TWO-PARENT – 10 cases

The 37 cases (9+18+10) determine the All Families rate.

The 10 cases in the Stratum 02 – Two Parent, **plus** any other two-parent case  
selected in Stratum 00 or 01, determine the Two-Parent rate.

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PARTICIPATION RATE FORMULA EXAMPLES

**EXAMPLE 1: 37 Total Cases Selected**

NEW APPROVALS –  
2 cases are meeting  
1 case has a child under 1 disregard

ALL FAMILIES –  
6 cases are meeting  
2 cases have a child under 1 disregard  
3 cases are under a 1<sup>st</sup> sanction  
3 cases are exempt

TWO-PARENT –  
2 cases are meeting  
1 case is under a 2<sup>nd</sup> sanction

**FORMULA:**

NUMERATOR – Number of cases meeting

DENOMINATOR – Number of cases selected less disregards

All Families = ???

2-Parent = ???

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PARTICIPATION RATE FORMULA EXAMPLES

Stratum 00 – NEW APPROVALS – 9 cases

Stratum 01 – ALL FAMILIES - 18 cases

Stratum 02 – TWO-PARENT – 10 cases

**EXAMPLE 2:**

NEW APPROVALS –  
0 cases are meeting  
0 disregards  
3 cases exempt  
1 two-parent case selected

ALL FAMILIES –  
8 cases are meeting  
3 other cases are meeting, all three are 2-parent  
1 cases have a child under 1 disregard  
2 cases are under a 1<sup>st</sup> sanction  
3 cases are exempt

TWO-PARENT –  
2 cases are meeting  
1 case is under a 2<sup>nd</sup> sanction

**FORMULA:**

NUMERATOR – Number of cases meeting

DENOMINATOR – Number of cases selected less disregards

All Families = ???

2-Parent = ???

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### State Waivers v. Federal Waivers

**State Waivers/Exemptions**

**Do the Feds Allow...**

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| <ul style="list-style-type: none"> <li>• Disabled Individual</li> <li>• 60 or Older</li> <li>• Primary caretaker of disabled family member</li> <li>• Single parent, child &lt; 1</li> <li>• Third Trimester Pregnancy</li> <li>• Good Cause</li> </ul> | <ul style="list-style-type: none"> <li>• No – Counts Against Us</li> <li>• No – Counts Against Us</li> <li>• Yes – Not a work eligible participant</li> <li>• Yes – Disregarded (12 mos lifetime limit)</li> <li>• No – Counts Against Us</li> <li>• No – Counts Against Us</li> </ul> |
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### TANF Statutory Work Activities

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| <ul style="list-style-type: none"> <li>• Core activities             <ul style="list-style-type: none"> <li>– Unsubsidized employment</li> <li>– Subsidized private employment</li> <li>– Subsidized public employment</li> <li>– Work experience</li> <li>– On-the-job training</li> <li>– Job search/job readiness assistance <u>120/180 hrs per year (4 consecutive weeks)</u></li> <li>– Community service</li> <li>– Vocational educational training (12 months lifetime)</li> <li>– Providing child care for an individual in community service</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Non-core activities             <ul style="list-style-type: none"> <li>– Job skills training directly related to employment</li> <li>– Education directly related to employment</li> <li>– Attendance at secondary school/GED program</li> </ul> </li> </ul> |
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### Acceptable Supporting Documentation for Participation Hours

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| <p><u>Paid Activities</u></p> <ul style="list-style-type: none"> <li>– Actual Hours from Six (6)-Month Projection <b>OR</b></li> <li>– Current Month Pay Stubs</li> <li>– WPA</li> </ul> <p style="text-align: center;"><b>No</b></p> <ul style="list-style-type: none"> <li>– Timesheet</li> <li>– ISD2 Screen Shots</li> </ul> | <p><u>Non-Paid Activities</u></p> <ul style="list-style-type: none"> <li>– Monthly Timesheet             <ul style="list-style-type: none"> <li>• Activity Hours</li> <li>• Excused Absence Hours</li> <li>• Holiday Hours</li> </ul> </li> <li>– Job Search Cards (if applicable)</li> <li>– WPA</li> </ul> <p style="text-align: center;"><b>No</b></p> <ul style="list-style-type: none"> <li>– ISD2 Screen Shots</li> </ul> |
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### Job Search Tracking Form

- Limit 120/180 hours; 4 consecutive weeks
- Only need tracking form if JS/LS used during disagg month.
- If JS/LS Tracking Form submitted must include all JS/LS from previous months beginning in October 2008.
- Only use the number of hours needed to meet federal participation minimum hours!

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### For Example...a single client with a child under 6

- Actual Timesheet for Disagg Month
    - 50 hrs/mo JS
    - 60 hrs/mo WE
  - Timesheet Submitted:
    - 60 hrs/mo WE
    - 26 hrs/mo JS
    - 24 hrs/mo OWA
  - Job Search Tracking Form Submitted:
    - 26 hours distributed among 1 to 4 weeks in disagg month
- = 110 hrs/mo or  
= 25 hrs/week

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### Excused Absence Tracking Form (EATF)

- Up to 16 hours a month/80 hours in a calendar year.
- Only need tracking form if excused absences are used during disagg month.
- If EATF is submitted it must include all excused absences from previous months in that calendar year.
- Begin using a new EATF every January

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### Work Experience and Community Service Support Documentation

- Timesheet
  - Client records the Actual Number of Hours Worked
  - CDS records the Total Number of FLSA Hours Deemed
  - \$7.50/hour – Current New Mexico minimum wage as of 1 January 2009

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### Weighted WPR

- To date has only been applied to the monthly state totals.
- In the next few months the Geo/Adm monthly rate will be weighted.
- Rates will be incorporated into the appropriate Geo/Adm.
- **Service Provider rates will not be weighted.**

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### How to Calculate Weighted Rate

- Numerator =  
$$\frac{\text{total stratum universe X \# meeting}}{\text{sample size}}$$
- Denominator =  
$$\frac{\text{total stratum universe X}}{\text{sample size} - (\text{disregards} + \text{LIE})}$$

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### November All Family Example

- Stratum 00 (New Approvals)
  - Numerator =  $1289 \times 8/50 = 206.2$
  - Denominator =  $1289 \times (50-23)/50 = 696.1$   
=  $206.2/696.1 = 0.296$  or **29.6%**
- Stratum 01 (Existing Cases)
  - Numerator =  $13000 \times 36/150 = 3120.0$
  - Denominator =  $13000 \times (150-63)/150 = 7540.0$   
=  $3120.0/7540.0 = 0.414$  or **41.4%**
- Stratum 02 (Two Parent Cases)
  - Numerator =  $314 \times 31/75 = 129.8$
  - Denominator =  $314 \times (75-11)/75 = 267.9$   
=  $129.8/267.9 = 0.485$  or **48.5%**
- All Family WPR
  - Numerator =  $206.2 + 3120.0 + 129.8 = 3456.0$
  - Denominator =  $696.1 + 7540.0 + 267.9 = 8504.0$   
=  $3456.0/8504.0 = 0.406$  or **40.6%**

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### November 2 Parent Example

- Stratum 00 (New Approvals)
  - Numerator =  $1289 \times 0/0 = 0.0$
  - Denominator =  $1289 \times (0-0)/0 = 0$   
=  $0.0/0.0 = \text{N/A}$  or **N/A**
- Stratum 01 (Existing Cases)
  - Numerator =  $13000 \times 0/50 = 0.0$
  - Denominator =  $13000 \times (6-0)/150 = 520.0$   
=  $0.0/520.0 = 0.000$  or **0.0%**
- Stratum 02 (Two Parent Cases)
  - Numerator =  $314 \times 40/75 = 167.5$
  - Denominator =  $314 \times (74-10)/75 = 268.0$   
=  $167.5/268.0 = 0.625$  or **63.0%**
- Two Parent WPR
  - Numerator =  $0.0 + 0.0 + 167.5 = 167.5$
  - Denominator =  $0.0 + 520.0 + 268.0 = 788.0$   
=  $167.5/788.0 = 0.213$  or **21.3%**

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### November w/o Weighting

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| <ul style="list-style-type: none"> <li>• AF</li> </ul> <p>Numerator = <math>8+36+31=</math><br/><span style="margin-left: 100px;">75</span></p> <p>Denominator = <math>(50-23) 27+ (150-63) 87+</math><br/><span style="margin-left: 100px;">(75-11) 64 =</span> <span style="margin-left: 100px;">178</span></p> <p>AF Rate = <math>75/178 = 0.421</math> or <b>42.1%</b></p> | <ul style="list-style-type: none"> <li>• Two Parent</li> </ul> <p>Numerator = <math>0+0+40=</math><br/><span style="margin-left: 100px;">40</span></p> <p>Denominator = <math>(0-0) 0+ (6-0) 6+ (74-10)</math><br/><span style="margin-left: 100px;">64 =</span> <span style="margin-left: 100px;">70</span></p> <p>2P Rate = <math>40/70 =</math><br/><span style="margin-left: 100px;">0.571</span> or <b>57.1%</b></p> |
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### Weighting v Non Weighting

- All Family Rates

40.6% (weighted)

42.1% (not weighted)

- Two Parent Rates

21.3% (weighted)

57.1% (not weighted)

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