TO: Local District Commissioners

SUBJECT: Uniform Data Collection Requirements Under the Federal JOBS Program (FSA-108)

ATTACHMENTS: Attachment I - (FSA-108) "JOBS Program Participant Data Collection Form" - not available on-line
Attachment II - Data Elements Chart - available on-line

The purpose of this memorandum is to provide local districts with information regarding the Uniform Data Collection requirements for the Job Opportunities and Basic Skills Training (JOBS) Program. Effective October 1, 1991, federal regulations require states to report JOBS data via an electronic sample of individual JOBS participant records. This release provides the definitions for the required data and outlines the data collection process that will be utilized.

Currently, the Welfare Management System does not have the capability to collect all of the necessary data elements. In lieu of a direct transfer of data from WMS, the Department will pull a monthly random sample of records from WMS and complete the necessary data collection through a monthly review of JOBS participant records. A computer tape will be created from these "completed" records and electronically sent to the federal computer center.

Each month, beginning with October 1991, a random sample of 100 upstate active JOBS participants will be identified. Employment coordinators from each district will be advised in the month following the sample month (October cases will be reviewed in November) if any cases in their district were in the upstate sample for that month. Staff from the Bureau of Employment Programs will conduct a review of the identified cases to obtain and validate the information necessary to complete the federal case record (Attachment I FSA-108). The data elements necessary to complete the FSA-108 will be obtained from various sources at the local district including employment case records, eligibility case records, contract agencies records, WMS, Employment Subsystem and BICS. Attachment II provides you with a listing of all the data elements required for the federal case record along with the logical source of where such information would be stored.
Upon notification from SDSS that a district has a record(s) included in the monthly sample, district staff must ensure that the necessary case records and supporting information are available for the review conducted by SDSS Bureau of Employment Program staff. These reviews will be conducted during the last two weeks of the month following the report month. No additional data collection is anticipated for local districts. However, districts must have sufficient documentation to verify a sample individual's JOBS participation to meet federal standards.

The Family Support Administration (FSA) will use the FSA-108 to determine if the State is meeting the JOBS participation standards as established by federal legislation. The percentage of total JOBS expenditures for target group individuals also will be determined from the FSA-108. Therefore, it is of the utmost importance that this sample be completed both timely and accurately. FSA requires that each month's report be submitted within 60 days from the end of the report month.

Districts are reminded that both the State and local districts will share the burden of any loss of federal financial participation if the FSA-108 reports indicate that participation and expenditure rates do not meet the federal minimums (see 90 ADM-27, pg. 10).

Please direct any questions you may have to your technical advisor from the Bureau of Employment Programs at 1-800-342-3715, extension 3-8744.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance
## JOBS UNIFORM DATA COLLECTION

### DATA ELEMENTS AND SOURCES*

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Definition</th>
<th>Source*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sample Date</td>
<td></td>
<td>State Assigned</td>
</tr>
<tr>
<td>2. JOBS Participant Identifier</td>
<td>CIN #</td>
<td>WMS</td>
</tr>
<tr>
<td>3. Date of Birth</td>
<td></td>
<td>WMS</td>
</tr>
<tr>
<td>4. Sex</td>
<td></td>
<td>WMS</td>
</tr>
<tr>
<td>5. Race</td>
<td></td>
<td>WMS, Subsystem</td>
</tr>
<tr>
<td>6. Education Level</td>
<td>Highest Grade Attained</td>
<td>WMS, Subsystem</td>
</tr>
<tr>
<td>7. Literacy Assessment</td>
<td>Reading Level by Education Grade</td>
<td>Subsystem, Employment Case Record</td>
</tr>
<tr>
<td>8. Date of Entry into JOBS</td>
<td>Date of Individual Assessment for most recent period of assistance</td>
<td>Employment Case Record</td>
</tr>
<tr>
<td>9. Target Group</td>
<td>JOBS Target Group</td>
<td>Subsystem</td>
</tr>
<tr>
<td>10. Program Status</td>
<td>Mandatory or Volunteer</td>
<td>Employment Case Record</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subsystem</td>
</tr>
<tr>
<td>11. Satisfactory Participation</td>
<td>Verified Attendance of at least 75% of scheduled hours</td>
<td>Employment Subsystem</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employment Case Record</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case Record/Employment Record</td>
</tr>
<tr>
<td>12. Supportive Services Amount</td>
<td>Dollar Amount spent on supportive services for the month, excluding child care costs</td>
<td>BICS/WMS</td>
</tr>
<tr>
<td>13. a - Component/Job Entry</td>
<td>JOBS Activity/Job Entry</td>
<td>Employment Record WMS, Sub-System</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subsystem-Employment Record</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subsystem</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subsystem Employment Case Record</td>
</tr>
<tr>
<td>b - Hourly Wage Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c - Occupation</td>
<td>Dictionary of Occupational Title Code (first 2 digits)</td>
<td></td>
</tr>
<tr>
<td>d - Scheduled Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
e - Beginning Date          Date Individual Began Subsystem Employment
the Activity                 Case Record

f - Ending Date             Date Individual Ended Subsystem Employment
Activity if in the Case Record
sample month

g - Completion Status       Satisfactory or Employment Case
                           Unsatisfactory Record, Subsystem

14. FIPS Code               State & County State Assigned
                           Identifier

15. Case Status             ADC or ADC-U WMS, Case Record

16. Most Recent Opening     Most Recent Opening of WMS, Case Record
    PA Case

17. Receipt of Child        Receipt of IV-D Payment WMS, CSMS
    Support                         in the sample month

18. Earned Income           WMS, Case Record

19. a - Other Adults in AFDC WMS
    Unit

    b - Other Adults WMS, Employment
    Participating Subsystem
    in JOBS

    c - JOBS Identifier WMS
        Number (Second
        Parent/Adult
        Participant)

19. c - JOBS Identifier WMS
        Number (Second Parent/Adult Participant)

20. Number of Dependent Case Record, WMS
    Children in AFDC Family
    (Filing Unit)

21. Number of Children Case Record
    Receiving Child care

22. Dependent Children WMS
    Dates of Birth

23. a - Type of Care (Primary Care Provider) Case Record
    (Primary Care Provider)

    b - Source of Care Child Care Payment or Earned Income Disregard

    c - IV-A Payment Amount Case Record, BICS
d - Type of Care (Secondary Care Provider)

e - Source (Secondary)

f - IV-A Payment Amount (Secondary)

24. Duration of IV-A Funded Child Care Assistance Start Date of Child Care Case Record
& End Date of Child Care

*Sources listed are for Upstate districts only. NYC data will be derived from the NYC WMS database and HRA records.