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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-184

Date: October 10, 1991

Division: Income Maintenance

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*

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

e - Beginning Date	Date Individual Began the Activity	Subsystem Employment Case Record
f - Ending Date	Date Individual Ended Activity if in the sample month	Subsystem Employment Case Record
g - Completion Status	Satisfactory or Unsatisfactory	Employment Case Record, Subsystem
14. FIPS Code	State & County Identifier	State Assigned
15. Case Status	ADC or ADC-U	WMS, Case Record
16. Most Recent Opening	Most Recent Opening of PA Case	WMS, Case Record
17. Receipt of Child Support	Receipt of IV-D Payment in the sample month	WMS, CSMS
18. Earned Income		WMS, Case Record
19. a - Other Adults in AFDC Unit		WMS
b - Other Adults Participating in JOBS		WMS, Employment Subsystem
c - JOBS Identifier Number (Second Parent/Adult Participant)	CIN Number	WMS
20. Number of Dependent Children in AFDC Family (Filing Unit)		Case Record, WMS
21. Number of Children Receiving Child care		Case Record
22. Dependent Children Dates of Birth		WMS
23. a - Type of Care	(Primary Care Provider)	Case Record
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)	Case Record
e - Source	(Secondary)	Case Record
f - IV-A Payment Amount	(Secondary)	Case Record
24. Duration of IV-A Funded Child Care Assistance	Start Date of Child Care Case Record & End Date of Child Care	Case Record

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