TANF/SFA WorkFirst Employment Hours Coding Desk Aid

Employment Activity	eJAS Coding	ACES Coding Income Type/Hours	Verification Requirements	Other Information to Consider
Job Start	See specific employment activity below (ex. CJ, FT, PT, etc.)	**Income Type**: See specific activity below. **Hours:** Budgeting Method AM: Enter the actual number of hours the client has (or will) work for the entire month. Budgeting Method CA: Enter anticipated # hours for a pay period as follows: **WE:** # Hours per week **EO:** # Hours for two weeks **TM:** # hours/week x 52 weeks divided by 24 pay periods **MO:** # hours/week x 52 weeks divided by 12 pay periods	**Income/Financial Eligibility** See reporting requirements for financial eligibility verification requirements. **Employment Hours** Verify employment hours and job start date to meet WorkFirst participation requirements. Employment hours information is **not** a TANF eligibility requirement. Do not delay or deny TANF benefits for this information.	**Earned Income Verification Valid Values** **CE/CS:** Use when hours of employment are based on client statement. ***Hours will not be used for Federal reporting.*** **All Other Valid Values:** Use appropriate valid value when hours of employment have been verified with/by the employer. ***Hours will be used for Federal reporting.*** ***Reminder: Hours of employment on cases coded with valid values CE and CS are never reported for Federal Participation.***
Unsubsidized Employment	**FT:** 32 or more Hours/Week **PT:** 31 or less Hours/Week	**EI:** Earned Income **Hours:** See Hours in Job Start section above	Follow prospective budgeting and simplified reporting rules for existing jobs. **Note: Verification of income is required at MCR even if there is no change.** For new employment, follow the same verification requirements listed above for Job Start.	See Valid Value information above. It is important to verify self-employment expenses and update in ACES Case Actions, even if they do not exceed 50% of the gross monthly income. ACES automatically determines best benefit and federal reporting hours; however, every expense has an impact on WorkFirst participation requirements.
Self-Employment	**FT:** 32 or more Hours/Week **PT:** 31 or less Hours/Week	**SE:** Self Employment **Hours**: ACES calculates federal reporting hours automatically to eJAS "Emp Hours." These hours may not match hours of participation for employment activities.		
Community Jobs	**CJ:** 20 Hours/Week	**CJ:** Community Jobs **Hours:** See Hours in Job Start section above		

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Work Study	**PT:** 16-19 Hours/Week	**WW:** WF Work Study **WS:** Non-Title IV/BIA **WT:** Title IV/BIA **Hours:** See Hours in Job Start section on page 1	Follow prospective budgeting and simplified reporting rules for existing jobs. **Note: Verification of income is required at mid-certification review even if there is no change. Hours should be verified at this time as well.** For new employment, see verification requirements directions in Job Start section on page 1.	See Valid Value information on page 1.
On the Job Training (OJT)	**OT:** Hours/Week (Vary)	**OJ:** On the Job Training **Hours:** See Hours in Job Start section on page 1		
Paid WEX, practicums or internships	**WE:** Hours/Week (Vary)	**WE:** Work Experience **Hours:** See Hours in Job Start section on page 1		
AmeriCorps/VISTA Employment	**FT:** 32 or more Hours/Week **PT:** 31 or less Hours/Week	**ON: AmeriCorps (always excluded for TANF/SFA)** May need two Earnings screens if on basic food (See Treatment of Income Chart): • FS budgets the income • ON captures the hours for federal reporting		Income is always excluded for cash. It may only be excluded when AmeriCorps/VISTA began prior to approval for Basic Food. **If person was a VISTA volunteer when they applied for basic food, code as FS, as countable as earned.**

Notes:
- ACES uses self-employment information to automatically calculate the federal reportable employment hours with the following formula: Gross Income - (Gross business receipts of allowable business expenses or 50% self-employment expenses, whichever is greater) / federal minimum wage ($7.25) = monthly self-employment hours / 4.33 = hours per week. (WFHB section 8.2.3).
- Documentation is key to supporting employment activities and verification. Review of documentation should clearly explain where the parent is working, when they began working, how many hours per week they are working, and how this information was verified. If the information was verified with an employer over the phone, the documentation must include the contact's name, title, phone number and the date of the contact, and what information was verified. Third party verification (i.e. verification reported by a third party such as ESD, Commerce or the College) that is *based on client statement* does not meet the standard for verification. If the third party verified the employment with the employer, then it meets the verification standard, as long as the documentation requirements are met.
- Check the "Emp Hours" section reflected at the top of the Component/IRP screen in eJAS the day after employment hours have been entered into ACES. The hours reflected in eJAS should match the hours recorded in ACES with the exception of self-employment. A Barcode report is available to identify cases with ACES/eJAS employment hours mismatches. The title is*: **WorkFirst adults with earned ACES income and-or FT or PT or CJ coding.**