



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

June 1, 2023

Ms. Ethan Dye, Director
Sacramento County Department of Human Assistance
1825 Bell Street, Suite 200
Sacramento, CA 95825-1020

Dear Mr. Dye:

The California Department of Social Services' (CDSS') County Performance Monitoring (CPM) Unit conducted a field review of your county's work participation rate (WPR) data and supporting documentation from May 15-17, 2023. To ensure compliance with federal Temporary Assistance for Needy Families (TANF) and Work Incentive Nutritional Supplement (WINS) data reporting requirements and work verification procedures, the CPM Unit reviewed your county's procedures and 120 TANF and 16 WINS cases to determine the accuracy of the WPR data reported to CDSS for Federal Fiscal Year 2021. Attachment A is a preliminary report summarizing the findings for each case that was reviewed. Attachment B includes the codes and acronyms used for the report as well as their descriptions. Attachment C is a template for the Corrective Action Plan that will be used to describe the corrective actions your county will take to ensure accurate reporting and the date the corrective actions will be implemented.

The CPM Unit would like to thank Alina Gusak for coordinating the validation review, answering questions, and providing the documentation needed for the review.

If you would like to dispute any findings, please email your reasons for the dispute and/or additional documentation to Kyra Tovar at kyra.tovar@dss.ca.gov by June 12, 2023. Please maintain the confidentiality of case record information and documentation provided.

We look forward to our continued collaboration to ensure accurate reporting of your county's WPR data. If you have any questions or concerns, please contact Kyra Tovar at kyra.tovar@dss.ca.gov or Kim Murdock, CPM Unit Manager, at kim.murdock@dss.ca.gov.

Sincerely,

GEOFFREY MILLER
Chief, Parent Engagement and Policy Section

Enclosures

c: Alina Gusak, Sacramento County Department of Human Assistance

PRELIMINARY REPORT OF FINDINGS – Sacramento County – June 2023

The California Department of Social Services (CDSS) County Performance Monitoring Unit reviewed 120 Temporary Assistance for Needy Families (TANF) and 16 Work Incentive Nutritional Supplement (WINS) case files to determine the accuracy of the Work Participation Rate (WPR) hours reported to CDSS. The findings from the review are below. The TANF findings are listed first and divided into three categories: accurate, errors, and discrepancies. Please refer to *Attachment B* for code and acronym descriptions. Refer to *Attachment C* for instructions on what is needed to address/correct the review findings.

Accurate cases are those where the hours that were reported matched CDSS' findings. Error cases are those that should not have been reported as excluded or were reported as meeting the All Families WPR, but CDSS determined the cases did not meet the WPR. Discrepancies are cases that were either reported as meeting or not meeting the WPR, and CDSS agreed but could not validate the same number of reported hours or, for excluded cases, the reason for the exclusion was incorrect.

TANF FINDINGS

The preliminary findings for TANF cases revealed 116 accurate and 4 discrepancy cases.

Discrepancy Cases

Finding	Review #	Case #	Case Type	Activity	Hours Reported	Hours Verified	Doc. Code	Documentation Dates
9	C07039	1B9WJ49	3	UE-A1	47	41	5	07/2021
9	C07034	1B3QM70	2	UE JS	14 30	7 27	2 4	07/03-07/16/21 07/2021
9	H11011	1B9PD19	3	UE-A1	40	37	1	11/02-11/29/20
9	H07022	1B9D887	3	UE-A1	47	59	7	07/01-07/19/21

WINS FINDINGS

The preliminary findings for WINS cases revealed 15 accurate and 1 discrepancy case.

Discrepancy Case

Finding	Review #	Case #	Case Type	Activity	Hours Reported	Hours Verified	Doc. Code	Documentation Dates
9	U02188	1B3WR77	1	UE	16	11	4	02/08-02/14/21

CODE AND ACRONYM DESCRIPTIONS

Finding Code	Finding Description
1	Reported monthly instead of weekly hours
2	Missing or incorrect documentation in case file
3	Should not have been excluded/disregarded, or incorrect reason for exclusion
4	Projecting issue
5	Used more than a month of hours, or used future month's hours
6	Rounded hours incorrectly, or mathematical issue
7	Used minimum wage to calculate hours when hourly wage was unknown
8	Self-employment issue
9	Documentation in case file did not support reported hours
10	Deemed for minor HoH or Single Custodial Parent with a child less than six
11	Individual did not participate in reported activity
12	Documentation in case file was missing required information
13	Program integrity/fraud issue
14	Exceeded time limits for Job Search/Job Readiness or Vocational Education
15	Reported excess homework hours
16	Reported Unsubsidized Employment as employer-employee or self-employ
17	Reported hours for days when individual was not scheduled to participate
18	Did not use actual hours to meet All-Families rate
19	Updated case file but did not update RADEP or E2Lite
20	One parent did not participate for at least 30 hours in a Two-Parent case
21	Deemed hours for Work Experience or Community Service
22	Multiplied by 2 or 2.17 incorrectly
23	Averaged earnings statements prior to calculating weekly hours
24	Used WINS proxy to calculate hours
25	Reported more hours than the FLSA calculation allows
26	Using overtime to project
27	Used three weekly paystubs

Case Type Number	Case Type Description
1	Single custodial parent with child less than six
2	Non two-parent
3	Two-parent
4	Excluded/disregarded
5	Minor head of household

Activity Acronym	Activity Description
CS	Community Service
DEEM	Deemed Hours
EDRE	Education Directly Related to Employment
EDRE – MHOH	Education Directly Related to Employment – Minor Head of Household
JS	Job Search/Job Readiness
JSTDRE	Job Skills Training Directly Related to Employment
OJT	On-the-job Training
OWA	Other Work Activities
PCIPCS	Providing Childcare for an Individual(s) Participating in a Community Service Program
SS	Satisfactory School Attendance
SS - MHOH	Satisfactory School Attendance – Minor Head-of Household
SPRIV	Subsidized Private
SPUB	Subsidized Public
UE	Unsubsidized Employment
VOC	Vocational Education
WE	Work Experience

Acronym	Description
A1	Adult 1
A2	Adult 2

Verification Code	Verification Description
1	Earnings statement
2	Attendance record
3	Timesheet
4	The Work Number
5	Employer verification
6	Activity sheet
7	Sworn statement
8	Consortia

FFY 2021 Corrective Action Plan

County Name: Sacramento
Date: June 1, 2023
Due Date: June 12, 2023

For each finding below, please describe the corrective actions your county will take and the date the corrective actions will be implemented. Send the Corrective Action Plan to the Performance Monitoring Unit at WPRPolicy@dss.ca.gov by the above due date. Please contact Kyra Tovar at kyra.tovar@dss.ca.gov if you have any questions.

Finding	Review #	Corrective Action by County	Planned Implementation Date
Documentation did not support reported hours	C07039 C07034 H11011 H07022 U02188		