

Coding Historical Employment Hours in ACES Step-by-Step

Earned Income

Ongoing Month

Once verification of a TANF parent's employment is received, the worker will update the ongoing month of the ACES EARN screen with:

- Correct income
- Correct hours
- Appropriate valid value (ES, WS, CC or OT)

EXAMPLE:

```

TRIALELIG TRAINING          EARNED INCOME - EARN          EARN 01
Month 12 08                  01

Client Name OLIVER          ONLINETRAINING          Client Id 002329865

Employer Name Tools R Us          Federal Id
Address Line 1          Line 2
City          ST          Zip          Phone          Ext
----- Income -----
Type Begin dt End dt CJ Date Mthd Freq PT/FT Rate Freq
ei 10 07 08          ca we pt 9.00 h
Del ----- Calc Inc -----
Amt 1 Hrs V Amt 2 Hrs V Amt 3 Hrs V Amt 4 Hrs V Extra Hrs V
180 20 es          774.00
    
```

Historical Months

After the ongoing month is updated (once verification of employment is received) the worker will go into a minimum of 2 historical months (unless the employment start date was less than 2 months previous). Workers have the option of going back more than 2 months to the employment start date. Going back prior to 10/1/08 will not increase participation for the fiscal year 2008 as federal reporting will close at the end of 11/2008.

The worker will update the historical ACES EARN screens using:

- The same budgeting method as the ongoing month
- The same number of hours entered in the ongoing month
- Income of \$0.01 - ***Do not enter actual income for the historical months – it is critical that you must enter \$0.01 to minimize overpayments. Ignore (IG) any BEGs created by entering historical information.***
- Appropriate valid value (ES, WS, CC or OT)

EXAMPLE:

```

TRIALELIG TRAINING          EARNED INCOME - EARN          EARN 01
Month 10 08                  01

Client Name OLIVER          ONLINETRAINING          Client Id 002329865

Employer Name Tools R Us          Federal Id
Address Line 1          Line 2
City          ST          Zip          Phone          Ext
----- Income -----
Type Begin dt End dt CJ Date Mthd Freq PT/FT Rate Freq
ei 10 07 08          ca we pt 9.00 h
Del ----- Calc Inc -----
Amt 1 Hrs V Amt 2 Hrs V Amt 3 Hrs V Amt 4 Hrs V Extra Hrs V
.01 20 es          .04
    
```

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Community Jobs

Ongoing Month

Once the worker receives verification of CJ employment and when the parent will receive the first paycheck, the worker will update the ACES EARN screen in the ongoing month using prospective budgeting rules. The worker will update the EARN screen with:

- Income type 'CJ'
- Start date of the first of the month the parent receives his or her first paycheck
- Appropriate valid value (ES, WS, CC or OT)

EXAMPLE:

```

TRIALELIG TRAINING          EARNED INCOME - EARN          EARN 01
Month 12 08                    01

Client Name OLIVER          ONLINETRAINING          Client Id 002329865

Employer Name Tools R Us          Federal Id
Address Line 1          Line 2
City          ST          Zip          Phone          Ext
----- Income -----
Type Begin dt End dt CJ Date Mthd Freq PT/FT Rate Freq
cj 12 01 08          08 09          ca we pt 8.07 h
Del ----- Calc Inc 694.02
Amt 1 Hrs V Amt 2 Hrs V Amt 3 Hrs V Amt 4 Hrs V Extra Hrs V
161.40 20 cc
    
```

Historical Months

After the ongoing month is updated, the worker will go into a minimum of 2 historical months (unless the parent was placed on the job site less than 2 months ago). The worker will update the historical ACES EARN screens using:

- The income code 'CJ'
- A start date of the first of the historical month
- The same budgeting method as the ongoing month
- The same number of hours entered in the ongoing month
- Income of \$0.01 - ***Do not enter actual income for the historical months – it is critical that you must enter 0.01 to minimize overpayments. Ignore (IG) any BEGs created by entering historical information.***
- Appropriate valid value (ES, WS, CC or OT)

EXAMPLE:

```

TRIALELIG TRAINING          EARNED INCOME - EARN          EARN 01
Month 10 08                    01

Client Name OLIVER          ONLINETRAINING          Client Id 002329865

Employer Name Tools R Us          Federal Id
Address Line 1          Line 2
City          ST          Zip          Phone          Ext
----- Income -----
Type Begin dt End dt CJ Date Mthd Freq PT/FT Rate Freq
cj 10 01 08          08 09          ca we pt 8.07 h
Del ----- Calc Inc .04
Amt 1 Hrs V Amt 2 Hrs V Amt 3 Hrs V Amt 4 Hrs V Extra Hrs V
.01 20 cc
    
```

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Step-by-Step

Temporary/Seasonal Employment

Once verification of temporary or seasonal employment is received, enter the information in ACES using the same steps as the historical coding of Earned Income listed above. If a parent had more than 1 job, enter all jobs for which verification was received. Again, workers have the option of going back more than 2 historical months to the employment start date. Going back prior to 10/1/08 will not increase participation for the fiscal year 2008 as federal reporting will close at the end of 11/2008.

Closed Cases

When TANF is closed, but verification of employment hours is received for the historical months, workers should go back into the past 2 historical months to enter the employment hour information. Workers should use the same steps as the historical coding of Earned Income listed above. Workers have the option of going back more than 2 historical months to the employment start date. Going back prior to 10/1/08 will not increase participation for the fiscal year 2008 as federal reporting will close at the end of 11/2008.

Documentation

In addition to the documentation for ongoing earnings, be sure to document the following in ACES for the coding of historical employment hours:

- What verification was received (hours verified and how verified)
- What action was taken (for which months were hours updated)
- What (if any) BEGs were ignored

EXAMPLE:

Received employer statement verifying parent working 30 hours per week. Updated employment hours for historical months of 10/08 and 11/08.