



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

VIEW From Seed To Harvest

Session #2

Virginia Department of Social Service BPRO 2024 Spring Conference

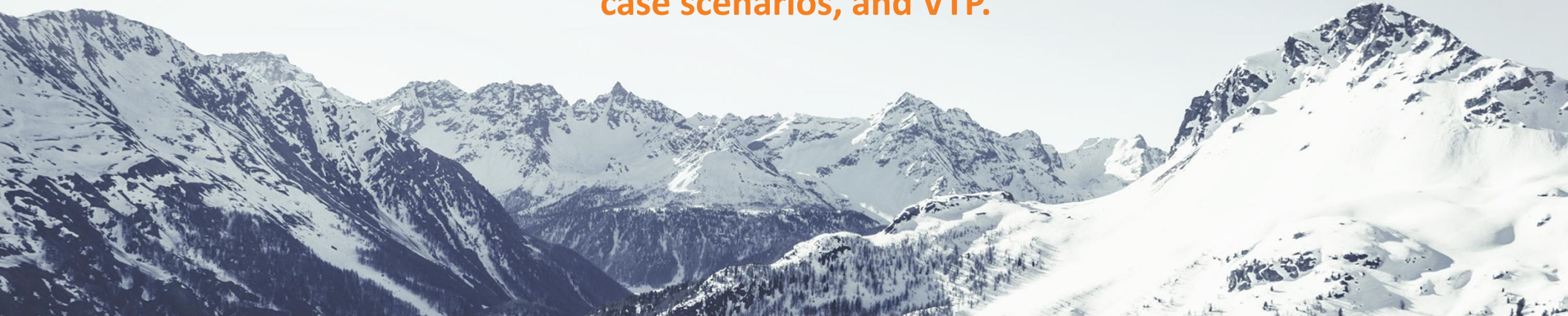


Division

This is a 2-part workshop series that will provide a comprehensive review of VIEW program policies and implementation of the policies throughout the growth cycle of our VIEW participants. *If you attend Session 1, it is strongly recommended that you also attend Session 2.*

In Session 1, we will cover VIEW policy from seed, to germination, all the way through to flowering. We will discuss Initial Assessments, Activity & Service Plans, the different types of Program Components, Reassessments, Sanctions, and Compliance.

In Session 2, we will provide practical application of the policies discussed in Session 1. The focus of this workshop will be ESP entries, forms, participation hours, documentation, case scenarios, and VTP.





Division



**Initial Assessments
Activity & Service Plan
Program Components
Reassessments
Sanctions & Compliance**

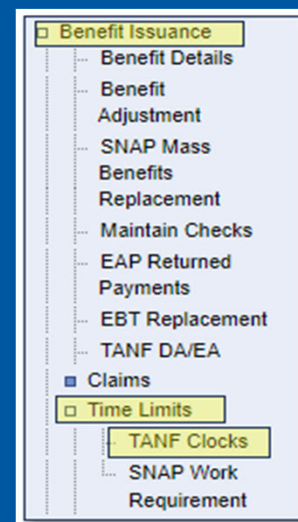


Initial Assessments

Checking the 24 and 60-Month Clocks in VaCMS:

1. From the left navigation bar, click:

- **Benefit Issuance** → **Time Limits** → **TANF Clocks**
- **This will take you to the Time Limit Search Summary page**



2. From the Time Limit Search Summary page, enter the case or client # and click the pencil icon. This will take you to the Time Limit Details page



Time Limit Search Summary ? ⓘ

Search

Case #: Client Number:

Client First Name: Client Last Name:

Client Name	Clock Type	Maximum	Amount Used In-State	Amount Used Out-of-State	Total Used	Balance Remaining	
	Federal 60-Month	60	5	0	5	55	
	State 24-Month	24	2	0	2	22	

Checking the 24- and 60-Month Clocks in VaCMS:

Adjustments to both the 24- and 60-month clocks can be made from this page.

- EWs are responsible for keeping track of the months on the 60-month clock and adding or removing months as necessary.
- ESWs are responsible for keeping track of the months on the 24-month clock and adding or removing months as necessary.
- Both EWs and ESWs are responsible for informing each other of possible discrepancies on either clock.
- It is important to detail the reasons a month was added or removed from either clock in the Case Narrative.

- From the Time Limit Details page, you will see details regarding the month accrued and the remaining months for the 60- and 24- month clocks.

Time Limit Details ? ⓘ

Individual Information

Client Name: [REDACTED] Client Number: 2136978718

60-Month Federal Clock

60-Month Federal Clock:	5	Months Remaining:	55
In State TANF Benefit Months:	5	Out-Of-State TANF Benefit Months:	0

+ Add

24-Month View Clock

24-Month VIEW Clock:	2	Months Remaining:	22
In Period Of Ineligibility:	No	Hardship Exception:	
Period of Ineligibility Begin Date:		Period of Ineligibility End Date:	

Add

Filter Criteria

Benefit Month: [mm] [yyyy] Clock Type: [v] Countable: [v]

Reset Filter

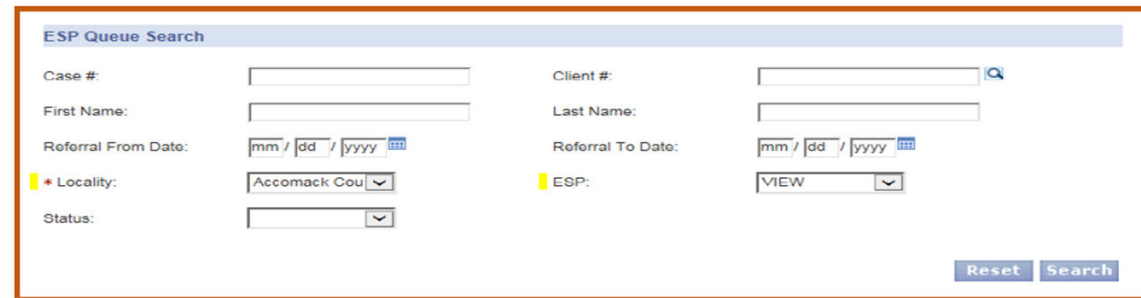
Benefit Month	Clock Type	Benefit Received State	Countable	Adjustment Reason	Adjustment Date	Adjusted By
02/2024	State 24-Month	Virginia	YES			
03/2024	State 24-Month	Virginia	YES			
11/2023	Federal 60-Month	Virginia	YES			
12/2023	Federal 60-Month	Virginia	YES			
01/2024	Federal 60-Month	Virginia	YES			
02/2024	Federal 60-Month	Virginia	YES			
03/2024	Federal 60-Month	Virginia	YES			

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ESP Entry – Initial Assessments

Checking the ESP Queue

- This page displays unassigned referrals in your locality sent to the Queue by EDBC and manually created referrals.
- Select ESP and then ESP Queue from the left navigation.
- Enter search criteria to search for your entire locality or a specific client.
- You can select VIEW or SNAPET from the ESP dropdown to narrow your search.
- You can also search by case status but this is not a required field selection.



The screenshot shows a web form titled "ESP Queue Search". It contains several input fields and dropdown menus for filtering search results. The fields are arranged in two columns. The left column includes "Case #", "First Name", "Referral From Date", "Locality", and "Status". The right column includes "Client #", "Last Name", "Referral To Date", and "ESP". The "ESP" dropdown is currently set to "VIEW". At the bottom right, there are "Reset" and "Search" buttons.


Field	Value
Case #	
Client #	
First Name	
Last Name	
Referral From Date	mm / dd / yyyy
Referral To Date	mm / dd / yyyy
Locality	Accomack Cou
ESP	VIEW
Status	

Assigning the Case

- Click on pencil icon next to the case you want to assign to a worker.
- To assign a case to a worker, enter the worker ID or name in the Assign Worker field or select the Self checkbox for yourself.
- If you are not assigning the case to yourself, click the search icon next to the Assign Worker field search for the worker ID.

ESP Queue Search

Case #:

Client #: 

SSN: - -

First Name:

Last Name:

Referral From Date: / /



Referral To Date: / /




Locality:

ESP:



Status:

ESP Queue Search Results

Name	Client #	Case #	Referral Date	ESP	Locality	Status	
Friday, Florence	2104378264	113603878	03/08/2024	VIEW	Pittsylvania County (143)	Mandatory	
Wednesday, Laurie	2104378311	113603902	03/08/2024	VIEW	Pittsylvania County (143)	Mandatory	

Assign ESP Worker   

Name: Wednesday, Michelle Client #: 2104378306 Case #: 113603899 ESP Program: VIEW ESP Status: Mandatory

Assign Worker:   Self:

Transfer the referral to the default agency worker for the transferred locality?:

ESP Status Update

- Use this page to modify the ESP Referral Status.
- Closure Reason is required when the ESP closes (TANF case closure, medical exemption, etc.)

Status Update ? 📄 🗨

Name: Wednesday, Michelle Client #: 2104378306 Case #: 113603899 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel Update

* Status: * Status Date: / /

Change/Closure Reason:

Reset Cancel Update

Enrollment Status History

Referral Date	ESP	Locality	ESP Worker ID	Status	Progress	Status Date	Action Date	Action Taken By
03/07/2024	VIEW	Pittsylvania County (143)		Mandatory			03/07/2024	tst143

Reminder: Make sure to change the Status Date whenever you enter any new information for a VIEW participant. This includes re-assessments, new activities, job-follow ups, etc.

Screening & Assessment - Summary

Use this page to review assessment screening data and to add an assessment.

- Click Add Assessment - The Screening and Assessment – Details displays.
- No updates or new information can be added when a referral is closed.

Screening and Assessment - Summary ? 📄 💬

Name: Wednesday, Michelle Client #: 2104378306 Case #: 113603899 ESP Program: VIEW ESP Status: Mandatory

▶ Assessment Date	▶ Assessment Type	▶ Are there Barriers to Employment?	▶ Verified Barrier to Employment	
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[Add Assessment](#)

NOTE: When completing a Reassessment, please use the pencil to modify the Initial Assessment record. The worker will then modify the dates section, the assessment date, and assessment type. The APR field should not be changed.

Screening & Assessment - Details

The highlighted fields are required to be entered in order to advance to the next screen. Please be sure to enter the correct dates in the appropriate fields.

The Assessment Date cannot be a future date and must be equal to or greater than the referral date.

Verified Barrier to Employment is required if Are there barriers to employment? is YES. Multiple verification reasons can be selected by pressing the CTRL key when making your selections.

Screening and Assessment - Details

Name: Wednesday, Michelle Client #: 2104378306 Case #: 113603899 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel Next + Continue

Dates

* Effective Begin Date: 03 / 12 / 2024
* Reported On: 03 / 12 / 2024
* Verification Received On: 03 / 12 / 2024
End Date: mm / dd / yyyy
* Date Change Occurred: 03 / 12 / 2024

Screening and Assessment

* Assessment Date: 03 / 11 / 2024
* Assessment Type: Initial
* Are there barriers to employment? YES
Verified Barrier to Employment: Domestic Violence, Learning Disability, Mental Health
* APR / POP Signed Date: 03 / 11 / 2024
SNAP Work Requirement: [dropdown]
Screening Offered Date: 03 / 11 / 2024
Screened Date: 03 / 11 / 2024
Screening Refused Date: mm / dd / yyyy
Screening Score: [input]
Referred for In-Depth Assessment Date: mm / dd / yyyy
Does the refugee client need an assessment? [dropdown]
Is the client a refugee? NO
Is this client an ex-offender? NO
Is this client in EleVAte? NO
Is Subsidy Child Care needed? YES
Is this individual enrolled full-time in post-secondary education program and has provided the verification? NO

Reset Cancel Next + Continue

Don't forget the APR date!



Screening & Assessment - Details

If any of the optional fields are discussed during the Assessment, the ESW is required to enter that data in the appropriate fields.

Please make sure to answer the Is Subsidy Child Care needed? question as that will trigger a Task and Reminder to the Child Care worker.

Clicking Next will take you to the second Screening and Assessment Details screen.

Screening and Assessment - Details ? ⓘ ⋮ Ⓞ

Name: Wednesday, Michelle Client #: 2104378306 Case #: 113603899 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel Next + Continue

Dates

* Effective Begin Date: 03 / 12 / 2024 End Date: mm / dd / yyyy
* Reported On: 03 / 12 / 2024 * Date Change Occurred: 03 / 12 / 2024
* Verification Received On: 03 / 12 / 2024

Screening and Assessment

* Assessment Date: 03 / 11 / 2024 * Assessment Type: Initial
* Are there barriers to employment? YES Verified Barrier to Employment: Domestic Violence, Learning Disability, Mental Health
* APR / POP Signed Date: 03 / 11 / 2024 SNAP Work Requirement: [dropdown]
Screening Offered Date: 03 / 11 / 2024 Screened Date: 03 / 11 / 2024
Screening Refused Date: mm / dd / yyyy Screening Score: [input field]
Referred for In-Depth Assessment Date: mm / dd / yyyy
Is the client a refugee? NO
Is this client an ex-offender? NO
Is Subsidy Child Care needed? YES
Is this individual enrolled full-time in post-secondary education program and has provided the verification? NO

Does the refugee client need an assessment? [dropdown]
Is this client in EleVAte? NO

Reset Cancel Next + Continue

Failure to Sign the APR

Failure to Sign the APR: ESP Procedures

1) On the ESP Enrollment / Update screen, select the pencil icon for the appropriate client/case. This will take you to the Status Update screen.

ESP Enrollment/Update ? ⓘ

Reset Search

ESP Search

Case #:

Client #: 🔍 SSN: - -

First Name: Last Name:

Referral From Date: / / Referral To Date: / /

Locality: Worker ID: 🔍

Status: ESP:

Progress:

Reset Search

ESP Search Results

Name	Client #	Case #	Referral Date	ESP	Locality	Worker ID	Status	Progress
Chase, Lola	2104373876	113601515	03/12/2024	VIEW	Pittsylvania Co unty (143)	tst143	Mandatory	Activity Crea ted
Wednesday, Michelle	2104378306	113603899	03/07/2024	VIEW	Pittsylvania Co unty (143)	tst143	Mandatory	NEW

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Status Update ? ⓘ ⓘ ⓘ ⓘ

Name: Wednesday, Michelle Client #: 2104378306 Case #: 113603899 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel Update

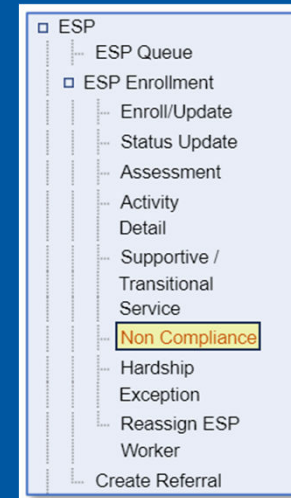
* Status: * Status Date: / /

Change/Closure Reason:

Reset Cancel Update

Failure to Sign the APR: ESP Procedures

3) Once on the Status Update screen, click Non-Compliance on the left navigation menu. This will take you to the Non-Compliance – Summary screen.



4) On the Non-Compliance Summary screen, select Add Compliance/Non-Compliance. This will take you to the Non-Compliance Details screen.



Failure to Sign the APR: ESP Procedures

3) On the Compliance/Non-Compliance – Details screen, complete all the required fields, from the Reason for Non-Compliance dropdown, select Failed to Sign APR and select Save and Continue to add the record.

Compliance/Non-Compliance - Details

Name: Wednesday, Michelle Client #: 2104378306 Case #: 113603899 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel + Add Compliance/Non-Compliance + Continue

Client Information

Name: Wednesday, Michelle Client #: 2104378306

Dates

Effective Begin Date: 03/01/2024 End Date: mm/dd/yyyy
Reported On: 03/13/2024 Date Change Occurred: 03/14/2024
Verification Received On: 03/13/2024

Compliance /Non-Compliance Information

Non-Compliance Type: VIEW Non-Compliance Date: 03/13/2024
Reason for Non-Compliance: Failed to sign APR Compliance Date: mm/dd/yyyy
Is Individual Complying?: NO Good Cause Exists: NO Good Cause Determined Date: mm/dd/yyyy

Reset Cancel + Add Compliance/Non-Compliance + Continue

Activity & Service Plan

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The VIEW worker may assign the client to activities for the month of assessment (which may be a partial month). Additionally, the VIEW worker must assign the client to activities for the next three full months after the month of assessment. All assignments will be recorded on an Activity and Service Plan (032-02-0302) and will be entered into the ESP module in VaCMS no later than 3 working days after the Activity & Service Plan is completed.

Note: The worker will enter the initial job search assignment into the ESP module immediately. The additional assignments will not be entered into the ESP module until the required reassessment is completed at, or near the end of, the job search assignment.

If it becomes necessary to change an assignment included on the initial Activity and Service Plan, a new plan will be completed.

Sample Activity & Service Plan

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
EMPLOYMENT SERVICES PROGRAM

SNAP E&T VIEW TET VTP

Participant's Name: Lola Chase
Case ID#: 113604557
ESW: Miracle Worker
ESW Phone #: 276-555-1313
of Months Accrued on VIEW Clock 2 N/A
Date: 03-12-2024

ACTIVITY AND SERVICE PLAN

CURRENT PROGRAM ACTIVITY ASSIGNMENT	<u>Planned Begin Date</u>	<u>Planned End Date</u>	<u>Planned Weekly Hrs/Pay & Location</u>
<u>Core Activities</u>			
Currently employed full-time	05/01/24	10/31/24	30hrs/wk, \$15/hr, CareMed
Currently employed part-time			
Job Search (VIEW)	03/12/24	3/29/24	35 hrs/wk
Supervised Job Search (SNAP E&T)			# of Job Contacts <u> </u>
Job Readiness (VIEW) / Job Search Training (SNAP E&T)			
Full Employment Program (FEP)			
On-the-Job Training (OJT)			
Community Work Experience (CWEP)			
Public Service Program (PSP)			
Vocational Education & Training	04/01/24	5/31/24	PCA Course, CareMed, 34hrs/wk
Work Experience (WE)			

Enter Activity into ESP Module

Activity Summary | Activity Detail | Employer Details

Activity - Summary ? ? ? ?

Name: [REDACTED] Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

20502: No Records Exist

Add Activity ESP Participation

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome

Add Activity ESP Participation

Activity Detail ? ? ? ? ?

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel + Continue Calculate CWEP Hours

Activity Details

Activity Type: Core Activity Category: Job Search

Activity Component: Individual Component Description: Job Search and Job Read

Activity Begin Date: 03/12/2024 Activity End Date: 03/29/2024

Assigned Weekly Hours: 35 Follow Up Date: mm/dd/yyyy

Outcome: FEP Tier:

Reset Cancel + Continue Calculate CWEP Hours

Activity - Summary ? ? ? ?

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

Add Activity ESP Participation

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input type="radio"/> Core	Individual	03/12/2024	03/29/2024	35			

Add Activity ESP Participation

Narrative and Scanning

*******Remember that documenting the case in the Case Narrative is imperative!**

The Case Narrative should outline:

- * Details of your conversation with the participant as well as other agencies, employers etc.**
- * Details and reasons for the assignments... include situation, barriers, etc.**
- * Weekly hours, schedule, start date, next appointment if applicable**
- * Reasons for Sanctions or choosing to Not Sanction, if applicable**
- * Discussions and explanations of forms, assignments and verifications**

Always Scan All Documents and Forms

****Remember that Scanning and Utilizing the Appropriate Document Type and Sub-Type are Vital to the Case Accuracy and Case Flow! Scan Everything, Please!**

From Fusion Home Page, click on DMIS, on the left side of the page under Quick Links. Then, click on the Resources box. Then click on Benefit Programs Required Scanning Documents.

ESP Entries for Program Components

How to Access the ESP Record

On the ESP Enrollment / Update screen, select the pencil icon for the appropriate client/case. This will take you to the Status Update screen.

- The Status Update screen is used to modify the ESP Referral Status when necessary.
- Be sure that the date of the entry you are making is correct.
- After confirming that the information is correct, click the Update button.

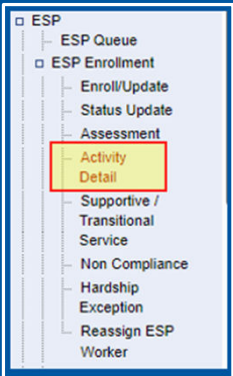
The screenshot shows the 'ESP Enrollment/Update' interface. It features a search section with various filters: Case #, Client #, SSN, First Name, Last Name, Referral From Date, Referral To Date, Locality (set to 'Pittsylvania Cou'), Status, Progress, and Worker ID. Below the search filters is a table of 'ESP Search Results' with columns for Name, Client #, Case #, Referral Date, ESP, Locality, Worker ID, Status, and Progress. Two entries are visible: 'Chase, Lola' and 'Wednesday, Michelle'. A pencil icon is highlighted in the bottom right corner of the table.

Name	Client #	Case #	Referral Date	ESP	Locality	Worker ID	Status	Progress
Chase, Lola	2104373876	113601515	03/12/2024	VIEW	Pittsylvania Co unity (143)	tst143	Mandatory	Activity Crea ted
Wednesday, Michelle	2104378306	113603899	03/07/2024	VIEW	Pittsylvania Co unity (143)	tst143	Mandatory	NEW

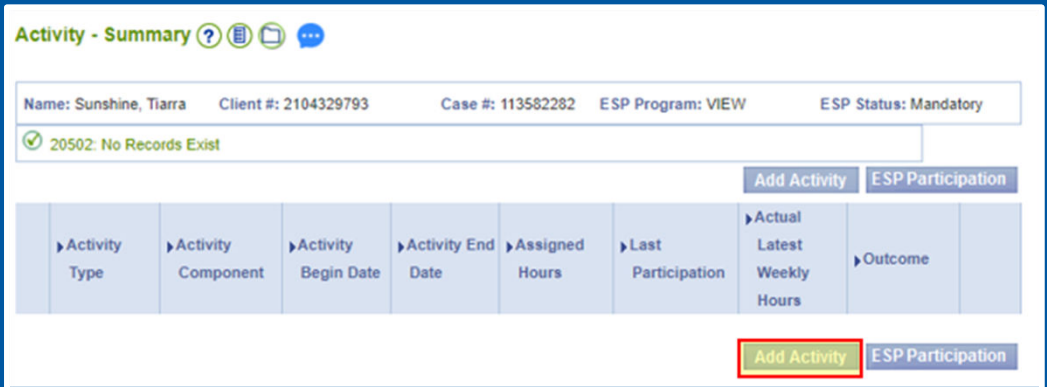
The screenshot shows the 'Status Update' interface for client 'Wednesday, Michelle'. It displays client information: Name: Wednesday, Michelle, Client #: 2104378306, Case #: 113603899, ESP Program: VIEW, and ESP Status: Mandatory. There are 'Reset', 'Cancel', and 'Update' buttons. The 'Status' is set to 'Mandatory' and the 'Status Date' is '03/28/2024'. A 'Change/Closure Reason' dropdown is also present. The 'Update' button is highlighted in red.

How to Add an Activity

From the left navigation menu, click the link for Activity Detail. This will take you to the Activity – Summary screen.



On the Activity – Summary screen, click Add Activity. This will take you to the Activity Details screen.



ESP Entries – Job Search

On the Activity Detail screen, enter:

1. **Activity Type: Core**
2. **Activity Category: Job Search**
3. **Activity Component: Individual, Group, or Job Club**
4. **Component Description: Job Search and Job Readiness**
5. **Activity Begin and End Dates**
6. **Assigned Weekly Hours (the maximum a client can be assigned to a Job Search is 35 hours per week)**
7. **Hit Save & Continue to save the activity entry**

The screenshot shows the 'Activity Detail' form for a client named Sunshine, Tierra. The form includes the following fields and values:

- Name: Sunshine, Tierra
- Client #: 2104329793
- Case #: 113582282
- ESP Program: VIEW
- ESP Status: Mandatory

Buttons: Reset, Cancel, + Continue, Calculate CWEP Hours

Activity Details

- Activity Type: Core
- * Activity Category: Job Search
- * Activity Component: Individual
- * Component Description: Job Search and Job Read
- * Activity Begin Date: 03 / 01 / 2024
- * Activity End Date: 03 / 31 / 2024
- Assigned Weekly Hours: 35
- Follow Up Date: mm / dd / yyyy
- Outcome: [Empty]
- FEP Tier: [Empty]

Buttons: Reset, Cancel, + Continue, Calculate CWEP Hours

ESP Entries – Job Readiness

On the Activity Detail screen, enter:

1. **Activity Type: Core**
2. **Activity Category: Job Search**
3. **Activity Component: Job Readiness**
4. **Component Description: Job Search and Job Readiness**
5. **Activity Begin and End Dates**
6. **Assigned Weekly Hours (the maximum a client can be assigned to a Job Readiness is 35 hours per week)**
7. **Hit Save & Continue to save the activity entry**

The screenshot shows the 'Activity Detail' form with the following fields and values:

- Name: Sunshine, Tiarra | Client #: 2104329793 | Case #: 113582282 | ESP Program: VIEW | ESP Status: Mandatory
- Buttons: Reset, Cancel, + Continue, Calculate CWEP Hours
- Activity Details section:
 - Activity Type: Core
 - *Activity Component: Job Readiness
 - *Activity Begin Date: 03/01/2024
 - Assigned Weekly Hours: 35
 - Outcome: (empty dropdown)
 - *Activity Category: Job Search
 - *Component Description: Job Search and Job Read
 - *Activity End Date: 03/31/2024
 - Follow Up Date: (mm/dd/yyyy)
 - FEP Tier: (empty dropdown)
- Buttons: Reset, Cancel, + Continue, Calculate CWEP Hours

ESP Entries – Job Search & Job Readiness

Once the Save & Continue Button is clicked, you will be taken back to the Activity – Summary screen which will show the Activities that you have entered.

Be sure to review this screen for accuracy.

Activity - Summary

Name: Sunshine, Tiarra Client #: 2104329793 Case #: 113582282 ESP Program: VIEW ESP Status: Mandatory

Add Activity ESP Participation

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
Core	Individual	03/01/2024	03/31/2024	25			
Core	Job Readiness	03/01/2024	03/31/2024	10			

NOTE: If you are entering both Job Search and Job Readiness activities assigned at the same time, the TOTAL hours for the two activities should not be more than 35 hours per week.

ESP Entries – Participation Summary screen (Job Search, Education & Training, Other Locally Developed, PSP, CWEP)

You will access the ESP Participation screen to enter ESP Participation Hours from the Activity – Summary Page:

Click the radio button (the circle on the left side of the Core Activity) and then click ESP Participation button.

Doing this will take you to the Participation – Summary page.

- To add the hours verified by the client, you use the Add Participation button, which then opens the Participation Timesheet – Details screen.

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input checked="" type="radio"/> Core	Individual	03/01/2024	03/31/2024	25			
<input type="radio"/> Core	Job Readiness	03/01/2024	03/31/2024	10			

Month / Year	Assigned Weekly Hours	Actual Weekly Hours
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ESP Entries – Participation Timesheet – Details screen

- The Participation Timesheet – Details screen allows for entry of participation hours for every day of the month.
- Enter the number of hours for each day of the activity, whether it be for Job Search, Job Readiness, Education & Training, Other Locally Developed, PSP, or CWEP.
- This will be completed monthly while the client is engaged in Job Search, Job Readiness, Education and Training, Other Locally Developed, PSP, or CWEP component.
- Hit Save & Continue to save the participation hours for that activity for the month.

Participation Timesheet-Details ? ⓘ ⋮ ⌵

Name: Sunshine, Tiarra Client #: 2104329793 Case #: 113582282 ESP Program: VIEW ESP Status: Mandatory

Activity Type: Core Activity Category: Job Search Activity Component: Individual
 Activity Begin Date: 2024-03-01 Activity End Date: 2024-03-31 Assigned Hours: 25

Reset Cancel + Add Participation + Continue

Time Sheet

Month: Year:

Activity Type	1	2	3	4	5	6	7	8	9	10	Total	
Activity Hours:	5	5		5		5	5		8		33	
Unsupervised Study Hours:											0	
Holiday Hours:											0	
Excused Absence Hours:											0	
Activity Type	11	12	13	14	15	16	17	18	19	20	Total	
Activity Hours:	8		6	5		3	3		5	8	38	
Unsupervised Study Hours:											0	
Holiday Hours:											0	
Excused Absence Hours:											0	
Activity Type	21	22	23	24	25	26	27	28	29	30	31	Total
Activity Hours:	3	8	8		8	2	8					37
Unsupervised Study Hours:												0
Holiday Hours:												0
Excused Absence Hours:												0

Total Monthly Hours:

Reset Cancel + Add Participation + Continue

Job Skills Training

Ms. Lovell has exhausted her 12 month lifetime limit available for Vocational Education and training. She lacks 4 months of training to complete her RN training certification. Her next class begins 4/8/24 and will end 8/31/24. She would like to continue in the VIEW Program to assist with supportive services. She agree to participate in 20 hrs/wk CWEP at the local Health Dept. as well as 15 hrs/wk in clinicals. She stated she is behind on her rent, 2 months. If VIEW can assist with the 2 months, she will be able to afford the monthly rent. She also requested assistance with uniforms for her clinical training as well as assistance with gas since she will be traveling to her clinicals and CWEP.

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DEPARTMENT OF SOCIAL SERVICES
EMPLOYMENT SERVICES PROGRAM

SNAP E&T VIEW TET VTP

Participant's Name: Daisy Lovell
Case ID#: 141414141
ESW: M. Worker
ESW Phone #: 276-555-1313
of Months Accrued on VIEW Clock 14 N/A
Date: 04/11/2024

ACTIVITY AND SERVICE PLAN

CURRENT PROGRAM ACTIVITY ASSIGNMENT	Planned Begin Date	Planned End Date	Planned Weekly Hrs/Pay & Location
Core Activities			
Currently employed full-time			
Currently employed part-time			
Job Search (VIEW)			
Supervised Job Search (SNAP E&T)			# of Job Contacts
Job Readiness (VIEW) / Job Search Training (SNAP E&T)			
Full Employment Program (FEP)			
On-the-Job Training (OJT)			
Community Work Experience (CWEP)	4/08/24	08/31/24	Health Dept. 20hrs/wk
Public Service Program (PSP)			
Vocational Education & Training			
Work Experience (WE)			

Non-Core Activities – countable only after minimum 20 hrs/week completed in Core Activities (VIEW Only)

Job Skills Training 04/08/24 08/31/24 RN Training 15 hrs/wk
(Includes education above post-secondary when it is directly related to employment)

Education below post-secondary

Other Work Activities – these hours are not counted toward the participation requirement

Other Locally Developed

Pending (Assign for a maximum of 60 days) Inactive (Assign up to 3x - 30 days per assignment)

List reasons for assignment to Pending or Inactive and the steps necessary to resolve problem:

SUPPORTIVE /TRANSITIONAL SERVICES

Child Care Transportation TET VTP Other (please describe)
gas vouchers rent clothing

VTP Period From to

VaCMS Entry for Job Skills Training

Activity Details

Activity Type: * Activity Category:

* Activity Component: * Component Description:

* Activity Begin Date: * Activity End Date:

Assigned Weekly Hours: Follow Up Date:

Outcome: FEP Tier:

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Details

Activity Type: * Activity Category:

* Activity Component: * Component Description:

* Activity Begin Date: * Activity End Date:

Assigned Weekly Hours: Follow Up Date:

Outcome: FEP Tier:

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

[Add Activity](#) [ESP Participation](#)

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input type="radio"/> Core	Public Service Program (PSP)	04/08/2024	09/30/2024	29			
<input type="radio"/> Non-Core	Job Skills Training	04/08/2024	08/31/2024	15			

Activity and Service Plan for Education Below Post-Secondary Level

Ms. Chase has enrolled in GED class which meets 1 day per week, 3 hrs/class. Since she is participating in 3 hrs/wk class time, we are able to allow her an additional 3 hrs/wk unsupervised study time. This gives her 6 hours total for the Education Below the Post Secondary Level. Ms. Chase will need an additional 29 h/wk of a Core Activity. She agrees to participate in 29 hrs /wk Public Service Program.

Forms required are the Activity and Service Plan and

COMMONWEALTH OF VIRGINIA
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SNAP E&T VIEW TET VTP

Participant's Name: Lola Chase
Case ID#: 113804557
ESW: Miracle Worker
ESW Phone #: 276-555-1313
of Months Accrued on VIEW Clock 2 N/A
Date: 04/05/2024

ACTIVITY AND SERVICE PLAN

CURRENT PROGRAM ACTIVITY ASSIGNMENT	Planned Begin Date	Planned End Date	Planned Weekly Hrs/Pay & Location
Core Activities			
Currently employed full-time			
Currently employed part-time			
Job Search (VIEW)			
Supervised Job Search (SNAP E&T)			# of Job Contacts _____
Job Readiness (VIEW) / Job Search Training (SNAP E&T)			
Full Employment Program (FEP)			
On-the-Job Training (OJT)			
Community Work Experience (CWEP)			
Public Service Program (PSP)	04/08/24	09/30/24	Bargain Hunt, 29hrs/wk
Vocational Education & Training			
Work Experience (WE)			

Non-Core Activities – countable only after minimum 20 hrs/week completed in Core Activities (VIEW Only)

- Job Skills Training
(Includes education above post-secondary when it is directly related to employment)
- Education below post-secondary 04/08/24 09/30/24 GED Classes 6 hrs/wk

Other Work Activities – these hours are not counted toward the participation requirement

- Other Locally Developed
- Pending (Assign for a maximum of 60 days) Inactive (Assign up to 3x - 30 days per assignment)
List reasons for assignment to Pending or Inactive and the steps necessary to resolve problem:

SUPPORTIVE /TRANSITIONAL SERVICES

- Child Care Transportation TET VTP Other (please describe)
gas vouchers car repairs, clothing

VTP Period From _____ to _____

Activity Detail     

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Details

Activity Type:

* Activity Category:

* Activity Component:

* Component Description:

* Activity Begin Date:

* Activity End Date:

Assigned Weekly Hours:

Follow Up Date:

Outcome:

FEP Tier:

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Detail     

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Details

Activity Type:

* Activity Category:

* Activity Component:

* Component Description:

* Activity Begin Date:

* Activity End Date:

Assigned Weekly Hours:

Follow Up Date:

Outcome:





FEP Tier:

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity - Summary    

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

[Add Activity](#) [ESP Participation](#)

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input type="radio"/> Core	Public Service Program (PSP)	04/08/2024	09/30/2024	29			
<input type="radio"/> Non-Core	General Education Development (GED)	04/08/2024	09/30/2024	6			
<input type="radio"/> Core	Vocational Education and Training	04/01/2024	05/31/2024	35		Not Completed, Transferred	
<input type="radio"/> Core	Individual	03/12/2024	03/29/2024	35	03/2024	24	Successfully Completed 

[Add Activity](#) [ESP Participation](#)

ESP Entry – Other Locally Developed

On the Activity Detail screen, enter:

1. **Activity Type: Other Activity**
2. **Activity Category: Enhance Employability**
3. **Activity Component: Other Locally Developed**
4. **Component Description: Locally Developed**
5. **Activity Begin and End Dates**
6. **Assigned Weekly Hours (Remember: Assignments to other locally developed activities are not used in the calculation of the participation rate, so try to keep the hours per week lower than a Core activity, if possible)**
7. **Hit Save & Continue to save the activity entry**

Activity Detail ? 📄 🗨️ 💰

Name: Wednesday, Michelle Client #: 2104378306 Case #: 113603899 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel + Continue Calculate CWEP Hours

Activity Details

Activity Type: Other Activity

* Activity Component: Other Locally Developed

* Activity Begin Date: 03 / 01 / 2024

Assigned Weekly Hours: 5

Outcome:

* Activity Category: Enhance Employability

* Component Description: Locally Developed

* Activity End Date: 03 / 31 / 2024

Follow Up Date: mm / dd / yyyy

FEP Tier:

Reset Cancel + Continue Calculate CWEP Hours

INACTIVE – ESP ENTRY

Choose the most appropriate option from the Component Description drop-down menu and document in the Case Narrative.

Activity Details

Activity Type:

* Activity Component:

* Activity Begin Date:

Assigned Weekly Hours:

Outcome:

* Activity Category:

* Component Description:

* Activity End Date:

Follow Up Date:

FEP Tier:

Reset Cancel

Add Activity ESP Participation

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
Inactive	Inactive	03/01/2024	03/30/2024	0			

REMINDER:
Assignments to Inactive cannot exceed 30 days.

PENDING – ESP ENTRY

Choose the most appropriate option from the Component Description drop-down menu and document in the Case Narrative.

Activity Details

Activity Type:

* Activity Component:

* Activity Begin Date: / /

Assigned Weekly Hours:

Outcome:

* Activity Category:

* Component Description:

* Activity End Date:

Follow Up Date:

FEP Tier:

- Awaiting Outcome of Reevaluation (EW)
- Day Care Unavailable
- Delayed Start of Planned Activity
- Other Supportive Services Unavailable
- Transportation Unavailable

REMINDER:
Assignments
to Pending
cannot
exceed 60
days.

▶ Activity Type	▶ Activity Component	▶ Activity Begin Date	▶ Activity End Date	▶ Assigned Hours	▶ Last Participation	▶ Actual Latest Weekly Hours	▶ Outcome
<input type="radio"/> Pending	Pending	03/01/2024	04/29/2024	0			

ESP Entries – Checking Your Work

- Once all the verified hours for the appropriate VIEW activity are entered, click the Save and Continue button which will take you back to the Participation –Summary screen. You will notice that the Month/Year, Assigned Weekly Hours, and Actual Weekly Hours are now populated
- Clicking the Back to Activity Summary will take you back to the Activity Summary screen which will reflect the hours you just entered for that activity or activities if you have assigned to your client to multiple components.

Participation - Summary ? ⓘ 📄 🗨

Name: Sunshine, Tiarra Client #: 2104329793 Case #: 113582282 ESP Program: VIEW ESP Status: Mandatory

Activity Type: Core Activity Category: Job Search Activity Component: Individual
 Activity Begin Date: 2024-03-01 Activity End Date: 2024-03-31 Assigned Hours: 25

[Add Participation](#) [Back to Activity Summary](#)

Month / Year	Assigned Weekly Hours	Actual Weekly Hours	
03/2024	25	25.0	

[Add Participation](#) [Back to Activity Summary](#)

Activity - Summary ? ⓘ 📄 🗨

Name: Sunshine, Tiarra Client #: 2104329793 Case #: 113582282 ESP Program: VIEW ESP Status: Mandatory

[Add Activity](#) [ESP Participation](#)

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input type="radio"/> Core	Individual	03/01/2024	03/31/2024	25	03/2024	25	
<input type="radio"/> Core	Job Readiness	03/01/2024	03/31/2024	10	03/2024	12	

[Add Activity](#) [ESP Participation](#)

Reassessments

Reassessment in a NOT so Perfect Situation Activity & Service Plan

Lola attended the PCA class for 1 day and decided that she would be unable to complete the class without her GED. She visits the worker 4/5/24, to discuss her situation. Lola is placed in GED classes beginning 4/8/24, 6hrs/wk, (class time 3 hrs/wk plus unsupervised study 3 hrs/wk), as well as PSP, 29 hrs/wk. This gives Lola the minimum of 20 hrs/wk in a Core activity and a total of 35 hrs/wk, as required. Lola also requests assistance with clothing and vehicle repairs. The worker agrees to assist with clothing, car repairs and gas vouchers to assist with participation.

A NEW Service Plan Is Required For This Reassessment.

The initial service plan is no longer active/valid.

Add Supportive Service that you will provide in the Supportive/Transitional Services section at the bottom of page 1.

***If services are provided after this plan is created, (later in the planned activity period), add those new services to the existing plan which covers the dates that services will be provided, and **rescan the revised plan.**

Example: Ms. Chase requests assistance with a utility bill on 6/12/24. After approving the purchase, the worker must go back to the ASP with the begin and end dates which cover the 6/12/24 date. In this case, the plan dated 4/5/2024 covers this date.....begin date is 4/8/2024 to 9/30/2024. Add the utilities to the Supportive/Transitional Services section. **Rescan this revised form.** NOTE: DO NOT delete the original form.

SUPPORTIVE /TRANSITIONAL SERVICES

Child Care Transportation TET VTP Other (please describe)

VTP Period From _____ to _____
 Gas Vouchers Car Repairs, Clothing
 Utility Bill

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 EMPLOYMENT SERVICES PROGRAM

SNAP E&T VIEW TET VTP

Participant's Name: Lola Chase
 Case ID#: 113604557
 ESW: Miracle Worker
 ESW Phone #: 276-555-1313
 # of Months Accrued on VIEW Clock 2 N/A
 Date: 04/05/2024

ACTIVITY AND SERVICE PLAN

CURRENT PROGRAM ACTIVITY ASSIGNMENT	Planned Begin Date	Planned End Date	Planned Weekly Hrs/Pay & Location
<u>Core Activities</u>			
Currently employed full-time			
Currently employed part-time			
Job Search (VIEW)			
Supervised Job Search (SNAP E&T)			# of Job Contacts _____
Job Readiness (VIEW) / Job Search Training (SNAP E&T)			
Full Employment Program (FEP)			
On-the-Job Training (OJT)			
Community Work Experience (CWEP)			
Public Service Program (PSP)	04/08/24	09/30/24	Bargain Hunt, 29hrs/wk
Vocational Education & Training			
Work Experience (WE)			

Non-Core Activities – countable only after minimum 20 hrs/week completed in Core Activities (VIEW Only)

Job Skills Training (Includes education above post-secondary when it is directly related to employment)
 Education below post-secondary 04/08/24 09/30/24 GED Classes 6 hrs/wk

Other Work Activities – these hours are not counted toward the participation requirement

Other Locally Developed _____
 Pending (Assign for a maximum of 60 days) Inactive (Assign up to 3x - 30 days per assignment)
 List reasons for assignment to Pending or Inactive and the steps necessary to resolve problem:

SUPPORTIVE /TRANSITIONAL SERVICES

Child Care Transportation TET VTP Other (please describe)

VTP Period From _____ to _____
 Gas Vouchers Car Repairs, Clothing

Screening and Assessment - Details

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel Next + Continue

Dates

* Effective Begin Date: 04 / 05 / 2024 End Date: mm / dd / yyyy

* Reported On: 03 / 12 / 2024 * Date Change Occurred: 03 / 12 / 2024

* Verification Received On: 03 / 12 / 2024

Screening and Assessment

* Assessment Date: 04 / 05 / 2024 * Assessment Type: Re-assessment

* Are there barriers to employment? NO Verified Barrier to Employment: Domestic Violence Learning Disability

Activity Detail

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel + Continue Calculate CWEP Hours

Activity Details

Activity Type: Core * Activity Category: Education and Training

* Activity Component: Vocational Education and * Component Description: Vocational Education and

* Activity Begin Date: 04 / 01 / 2024 * Activity End Date: 04 / 05 / 2024

Assigned Weekly Hours: 35 Follow Up Date: mm / dd / yyyy

Outcome: Not Completed, Transfere FEP Tier:

Reset Cancel + Continue Calculate CWEP Hours

Participation Timesheet-Details

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

Activity Type: Core Activity Category: Education and Training Activity Component: Vocational Education and Training
 Activity Begin Date: 2024-04-01 Activity End Date: 2024-05-31 Assigned Hours: 35

Reset Cancel + Add Participation + Continue

Time Sheet

* Month: April * Year: 2024

Activity Type	1	2	3	4	5	6	7	8	9	10	Total
Activity Hours:	0	0									0
Unsupervised Study Hours:											0
Holiday Hours:											0
Excused Absence Hours:											0
Activity Type	11	12	13	14	15	16	17	18	19	20	Total

Activity Detail     

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Details

Activity Type:

* Activity Component:

* Activity Begin Date:

Assigned Weekly Hours:

Outcome:

* Activity Category:

* Component Description:

* Activity End Date:

Follow Up Date:

FEP Tier:

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Detail     

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Details

Activity Type:

* Activity Component:

* Activity Begin Date:

Assigned Weekly Hours:

Outcome:

* Activity Category:

* Component Description:

* Activity End Date:

Follow Up Date:





FEP Tier:

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity - Summary    

Name: Chase, Lola Client #: 2104373876 Case #: 113601515 ESP Program: VIEW ESP Status: Mandatory

[Add Activity](#) [ESP Participation](#)

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input type="radio"/> Core	Public Service Program (PSP)	04/08/2024	09/30/2024	29			
<input type="radio"/> Non-Core	General Education Development (GED)	04/08/2024	09/30/2024	6			
<input type="radio"/> Core	Vocational Education and Training	04/01/2024	05/31/2024	35		Not Completed, Transferred	
<input type="radio"/> Core	Individual	03/12/2024	03/29/2024	35	03/2024	24	Successfully Completed 

[Add Activity](#) [ESP Participation](#)

Sanctions & Compliance

POST COVID-19 Guidance

- **REMINDER:** All VIEW participants who had a sanction on their record prior to re-opening (1/1/2023) will be given a clean slate. This means that any sanctions prior to 1/1/2023 must be ended and the VIEW participant will start with zero sanctions counting against them. This will include all VIEW clients who had sanctions lifted in April 2020 as well as VIEW clients who closed their TANF cases while in a sanction prior to April 2020.



VACMS Procedures: Creating a Sanction in VACMS (ESP)

- To enter non-compliance in ESP, the worker must go into the participants enrollment in the ESP module. Once in the record, navigate to Non-Compliance.
- Dates must be entered for the Effective Begin Date, Reported On, Verification Received On, and Date Change Occurred fields.
- Non-Compliance Date must be entered and reflect the date non-compliance was imposed.

The screenshot displays the VACMS interface for entering non-compliance. The left sidebar shows the navigation menu with 'ESP' and 'Non Compliance' highlighted. The main content area is divided into two sections: 'Non Compliance - Summary' and 'Compliance/Non Compliance - Details'.

Non Compliance - Summary: Shows client information (Name: Bee, Cee; Client #: 2106677230; Case #: 114531275; ESP Program: VIEW; ESP Status: Mandatory). A table lists non-compliance entries with columns for Name, Non-Compliance Type, Non-Compliance Date, Reason for Non-Compliance, Is Individual Complying?, and Good Cause Exists / Compliance Met?. A red box highlights the 'Add Compliance/Non-Compliance' button.

Compliance/Non Compliance - Details: Shows the same client information. Below are sections for Client Information, Dates, and Compliance / Non-Compliance Information. Red boxes highlight the following fields:

- Effective Begin Date: 01/01/2023
- Reported On: 12/05/2022
- Verification Received On: 12/05/2022
- Date Change Occurred: 12/05/2022
- Non-Compliance Type: VIEW
- Reason for Non-Compliance: (dropdown menu)
- Non-Compliance Date: 12/05/2022
- Is Individual Complying?: NO
- Compliance Date: (mm/dd/yyyy)
- Good Cause Exists: (dropdown menu)
- Good Cause Determined Date: (mm/dd/yyyy)

 The '+ Add Compliance/Non-Compliance' and '+ Continue' buttons are also highlighted with red boxes.

VACMS Procedures: Creating a Sanction in VACMS (ESP)

- Choose Reason for Non-Compliance from the drop-down menu.
- Save and Continue

Compliance/Non Compliance - Details ? ⓘ 👤 📄 ⋮ 💰

Name: Bee, Cee Client #: 2106677230 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel + Add Compliance/Non-Compliance + Continue

Client Information

Name: Bee, Cee Client #: 2106677230

Dates

* Effective Begin Date: 01 / 01 / 2023 End Date: mm / dd / yyyy

* Reported On: 12 / 05 / 2022 * Date Change Occurred: 12 / 05 / 2022

* Verification Received On: 12 / 05 / 2022

Compliance /Non-Compliance Information

* Non-Compliance Type: VIEW * Non-Compliance Date: 12 / 05 / 2022

* Reason for Non-Compliance:

* Is Individual Complying? NO Compliance Date: mm / dd / yyyy

Good Cause Exists: Good Cause Determined Date: mm / dd / yyyy

Reset Cancel + Add Compliance/Non-Compliance + Continue

Reason for Non-Compliance drop down menu:

- Failed to accept a job offer
- Failed to complete any other activity assigned on the Activity & Service Plan
- Failed to complete community work experience program
- Failed to complete job search and/or job readiness
- Failed to complete public service program
- Failed to keep scheduled appointment
- Failed to maintain employment
- Failed to maintain full employment program work site
- Failed to sign APR
- Failure to Meet Hardship Requirement

VACMS Procedures: Creating a Sanction in VACMS (ESP)

The Non-Compliance Summary will appear and trigger a Task and Reminder to be sent to the EW.

The Task and Reminder will notify the EW that action must be taken in Data Collection to impose the sanction on the case.

The screenshot displays the VACMS interface. At the top, there is a 'Summary' tab and a 'Compliance/Non Compliance - Details' header. Below this, a 'Non Compliance - Summary' section shows details for a case: Name: Bee, Cee; Client #: 2106677230; Case #: 114531275; ESP Program: VIEW; ESP Status: Mandatory. A table below lists non-compliance entries. One entry is highlighted: Name: Bee, Cee 38F; Non-Compliance Type: VIEW; Non-Compliance Date: 12/05/2022; Reason for Non-Compliance: Failed to complete any other activity assigned on NO the Activity & Service Plan. Below the table, there are 'Add Compliance/Non-Compliance' buttons. On the left, a navigation menu is visible with 'Dashboard Tools', 'Announcements', 'Tasks/Reminders', and 'Employee Tasks/Reminders' highlighted with red boxes. On the right, the 'Announcements' section is empty, and the 'My Tasks and Reminders' section shows a task: Date Due: 12/08/2022; Case/App/Appeal #: 114531275; Tasks/Reminders: Bee, Cee referred for sanction / termination run EDBC.

Name	Non-Compliance Type	Non-Compliance Date	Reason for Non-Compliance	Is Individual Complying?	Good Cause Exists / Compliance Met?
Bee, Cee 38F	VIEW	12/05/2022	Failed to complete any other activity assigned on NO the Activity & Service Plan		

Date Due	Case/App/Appeal #	Tasks/Reminders
12/08/2022	114531275	Bee, Cee referred for sanction / termination run EDBC

Compliance 1000.21

When a client performs a verifiable act of compliance, the worker must update the Compliance / Non Compliance – Details screen in ESP.

To update the screen, the worker will update the Dates section to reflect when Compliance took place.

In the Compliance / Non-Compliance Information section, the worker will choose YES from the Is Individual Complying? drop-down menu and enter the date of compliance in the Compliance Date field.

Then select

 + Continue

Compliance/Non Compliance - Details

Name: Bee, Cee Client #: 2106677230 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

[Reset](#) [Cancel](#) [+ Add Compliance/Non-Compliance](#) [+ Continue](#)








Client Information

Name: Bee, Cee Client #: 2106677230

Dates

* Effective Begin Date: 10 / 27 / 2023  End Date: mm / dd / yyyy 
* Reported On: 10 / 27 / 2023  * Date Change Occurred: 10 / 27 / 2023 
* Verification Received On: 10 / 27 / 2023 

Compliance /Non-Compliance Information

* Non-Compliance Type: VIEW  * Non-Compliance Date: 12 / 05 / 2022 
* Reason for Non-Compliance: Failed to complete any oth 
* Is Individual Complying? YES  Compliance Date: 10 / 27 / 2023 
Good Cause Exists  Good Cause Determined Date: mm / dd / yyyy 

[Reset](#) [Cancel](#) [+ Add Compliance/Non-Compliance](#) [+ Continue](#)

Disclaimer:

The following example is completely fictional and created in the test environment.

This is NOT a live case.

Sample Case Scenario

Jay Bee completed his Initial Assessment on 12/5/2022. Jay Bee had a strong employment history but was recently let go from his accounting job due to missing time from work to care for his ailing mother who has since passed away. Jay's long-term goals were to eventually open his own accounting firm. With the holidays are coming up, Jay wants to focus on finding a new job in accounting to gain stability, but wished to pursue a small business training program in the future through his local community college. Jay was assigned to full-time job search from 12/5/2022 – 12/31/2022.

Initial Assignment

Activity Summary | Activity Detail | Employer Details

Activity - Summary ? ? ? ?

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Add Activity ESP Participation

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input type="radio"/> Core	Individual	12/05/2022	12/31/2022	35			

Activity Detail ? ? ? ?

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel + Continue Calculate CWEP Hours

Activity Details

Activity Type:

* Activity Component:

* Activity Begin Date:

Assigned Weekly Hours:

Outcome:

* Activity Category:

* Component Description:

* Activity End Date:

Follow Up Date:

FEP Tier:

Reset Cancel + Continue Calculate CWEP Hours

Sample Case Scenario Update

On 12/18/2022, Jay reported that he had accepted a job at ABC Accounting with a start date of 12/20/2022, earning \$20/hr, working 35hrs/wk. Verification of the new job was turned in on 12/22/22. The new income does not exceed the income limits and his family remains eligible for TANF. He also turned in his job search forms from 12/5/2022 – 12/18/2022.

The worker will need to update the original component to change the end date of the activity, choose an outcome, enter the hours of participation, and key the new activity for Jay.

Activity End Date & Outcome

When a client reports a change during their assigned activity, the worker must go into the Activity Detail Screen to update the Activity End Date to align with the change that was reported and select an Outcome applicable to the situation.

Activity Detail ? 📄 🗂️ 🗨️ 🔄

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Reset **Cancel** **+ Continue** **Calculate CWEP Hours**

Activity Details

Activity Type:	Core	* Activity Category:	Job Search
* Activity Component:	Individual	* Component Description:	Job Search and Job Read
* Activity Begin Date:	12 / 05 / 2022	* Activity End Date:	12 / 18 / 2022
Assigned Weekly Hours:	35	Follow Up Date:	mm / dd / yyyy
Outcome:		FEP Tier:	

Reset **Cancel** **+ Continue** **Calculate CWEP Hours**

- Continuing with Component
- Employed**
- Interrupted Because Exempt
- Interrupted Before Completion
- Not Completed, Transferred to Another Activity
- Referred for Sanctioning
- Successfully Completed

Capturing Participation

The worker should also request that the client turn in their applicable attendance or activity tracking forms (Combined ESP Attendance and Performance Rating Sheet, Combined ESP Attendance and Training Activities Attendance Sheet, or Combined ESP Job Search forms), to verify their participation between when the activity was assigned and when it changed. If the forms are turned in, the worker should key the ESP Participation in ESP.

Participation Timesheet-Details ? 📄 🗨️ 📄

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Activity Type: Core Activity Category: Job Search Activity Component: Individual
 Activity Begin Date: 2022-12-05 Activity End Date: 2022-12-18 Assigned Hours: 35

Reset Cancel + Add Participation + Continue

Time Sheet

* Month: * Year:

Activity Type	1	2	3	4	5	6	7	8	9	10	Total	
Activity Hours:					3	4	6	4	7		24	
Unsupervised Study Hours:											0	
Holiday Hours:											0	
Excused Absence Hours:											0	
Activity Type	11	12	13	14	15	16	17	18	19	20	Total	
Activity Hours:	10	6	9	4	3	5	8	4			49	
Unsupervised Study Hours:											0	
Holiday Hours:											0	
Excused Absence Hours:											0	
Activity Type	21	22	23	24	25	26	27	28	29	30	31	Total
Activity Hours:												0
Unsupervised Study Hours:												0
Holiday Hours:												0
Excused Absence Hours:												0

Total Monthly Hours: 73

Reset Cancel + Add Participation + Continue

Participation - Summary ? 📄 🗨️ 📄

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Activity Type: Core Activity Category: Job Search Activity Component: Individual
 Activity Begin Date: 2022-12-05 Activity End Date: 2022-12-18 Assigned Hours: 35

Add Participation Back to Activity Summary

Month / Year	Assigned Weekly Hours	Actual Weekly Hours
12/2022	35	17.0

Add Participation Back to Activity Summary

Key the New Activity

The new Activity Begin Date should match either when the client reported the new activity (if they already started) or their start date (if they haven't started yet).

Activity Detail ? 🗑️ 📄 🗨️ 📄

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Details

Activity Type: * Activity Category:

* Activity Component: * Component Description:

* Activity Begin Date: * Activity End Date:

Assigned Weekly Hours: Follow Up Date:

Outcome: FEP Tier:

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity - Summary ? 🗑️ 📄 🗨️

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

[Add Activity](#) [ESP Participation](#)

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input type="radio"/> Core	Full Time	12/20/2022	05/31/2023	35			
<input type="radio"/> Core	Individual	12/05/2022	12/18/2022	35	12/2022	17	

[Add Activity](#) [ESP Participation](#)

Whenever possible, workers should make the Activity End Date be the last day of the month. So, in this example, the activity will run from 12/20/22 – 5/31/23, (which is only 5 months and 10 days) instead of 12/20/22 – 6/19/23. That way, the worker will be able to capture full months of participation and will be able to begin the next assignment on the first of the month.

Sample Case Scenario Update

On 3/22/23, Jay calls his worker to report that he has passed his probationary period and received a \$5/hour raise, making his new hourly wage \$25/hour. The VIEW worker reported the raise to the TANF worker, who updated the TANF case. The new income is putting the case over income, so the TANF worker requested verification to show that the client is still working at least 30 hours per week. Verification was provided on 4/1/2023 and uploaded to DMIS. The case will flip to VTP effective 5/1/2023. The TANF worker communicated this information to the VIEW worker immediately.

The VIEW worker will need to update the current assignment, complete the job follow up for March and April, add the new activity for VTP, key the 6 months of follow ups, and flip the case to VTP in ESP.

When a case is flipping to VTP, the worker will need to update the Activity End Date to align with when the TANF benefits are ending so the new Activity Begin Date can align with the VTP period. An Outcome should be selected. If the client is going from full time employment to VTP, then Continuing with Component would be appropriate.

Activity Detail ? 📄 🗨️ 🗑️

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Reset Cancel + Continue Calculate CWEP Hours

Activity Details

Activity Type: Core

* Activity Component: Full Time

* Activity Begin Date: 12 / 20 / 2022

Assigned Weekly Hours: 35

Outcome: Continuing with Component

* Activity Category: Employment

* Component Description: Unsubsidized Employment

* Activity End Date: 04 / 30 / 2023

Follow Up Date: mm / dd / yyyy

FEP Tier:

Reset Cancel + Continue Calculate CWEP Hours

Participation - Summary ? 📄 🗨️ 🗑️

Name: Bee, Jay Client #: 2106677727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Activity Type: Core Activity Category: Employment Activity Component: Full Time
 Activity Begin Date: 2022-12-20 Activity End Date: 2023-04-30 Assigned Hours: 35

Add Participation Back to Activity Summary

Month / Year	Assigned Weekly Hours	Actual Weekly Hours	
12/2022	35	35	✎
01/2023	35	35	✎
02/2023	35	35	✎
03/2023	35	35	✎
04/2023	35	35	✎

Add Participation Back to Activity Summary

Job follow ups should be completed with the client and keyed in ESP Participation.

VTP Entries

Activity Detail

Name: Bee, Jay Client #: 210667727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Activity Details

Activity Type:

* Activity Component:

* Activity Begin Date: / /

Assigned Weekly Hours:

Outcome:

* Activity Category:

* Component Description:

* Activity End Date: / /

Follow Up Date: / /

FEP Tier:

[Reset](#) [Cancel](#) [+ Continue](#) [Calculate CWEP Hours](#)

Participation - Summary

Name: Bee, Jay Client #: 210667727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Activity Type: Core Activity Category: Employment Activity Component: Full Time
 Activity Begin Date: 2023-05-01 Activity End Date: 2023-10-31 Assigned Hours: 35

[Add Participation](#) [Back to Activity Summary](#)

Month / Year	Assigned Weekly Hours	Actual Weekly Hours	
05/2023	35	35	
06/2023	35	35	
07/2023	35	35	
08/2023	35	35	
09/2023	35	35	
10/2023	35	35	

[Add Participation](#) [Back to Activity Summary](#)

Employer Details

Name: Bee, Jay Client #: 210667727 Case #: 114531275 ESP Program: VIEW ESP Status: Mandatory

Activity Type: Core Activity Category: Employment Activity Component: Full Time
 Activity Begin Date: 2023-05-01 Activity End Date: 2023-10-31 Assigned Hours: 35

[Cancel](#) [+ Previous](#) [+ Continue](#)

Employer Details

Employer Name:

Employment Begin Date: / /

Verification Date: / /

* Hourly Wages: \$

EIN:

Street #: Fraction: Pre-Direction:

Str. Name/Rural Addr.: Street Type: Post-Direction:

Dwelling Type: # Address Line 2/PO Box:

* City: * State: * Zip Code:

* Occupational Type:

* Is employment verified?:

How employment is verified:

Employment End Date: / /

[Reset](#) [Add](#)

Employer Name	Occupational Type	Is employment verified?	Verification Date	How employment is verified	Hourly Wages	
ABC Accounting	Bookkeeping	YES	04/01/2023	Employer Statement	25.00	



Questions?

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