

## **2109 TANF Eligibility Reporting**

W-2 Agencies must first pool all eligibility costs (including W-2 Front End Verification (FEV) costs) for the month, excluding Emergency Assistance (EA) Eligibility and Refugee Cash & Medical Assistance (RCMA) Eligibility costs. (EA Eligibility costs should be reported on CORE code 2110 for private agencies and 8110 for county agencies. RCMA Eligibility costs should be reported on CORE code 0133 for private agencies and 8133 for county agencies).

DWD publishes W-2 & IM Eligibility Percentages for all geographic areas covered by County W-2 Agencies. These percentages are used to separate out the W-2 portion of the eligibility cost pool.

Once agencies have their pool of W-2 eligibility costs they need to look up their TANF Eligibility Percentage for the month they are reporting on to calculate the cost that should be reported on this reporting code (County agencies will report these costs on CORE code 8109).

Agencies may opt to use the prior month's percentages, but must be consistent in using either current month or prior month data.

There is an [Eligibility Percentages](#) link under Resources on the CORE Homepage which takes you to the links for both the W-2 & IM Eligibility Percentages and the TANF Eligibility Percentages.

The TANF Eligibility Percentages web page contains a link for each month. Agencies should access the month they are reporting on, take the TANF percentage listed for their agency and multiply that percentage against the W-2 Eligibility cost pool. The product amount should be reported on this CORE code (County agencies use 8109) with the remaining cost to be reported on CORE code 2203, W-2 Child Care Eligibility (County agencies use 8203).

The costs reported on this CORE code (and CORE code 8109) will be charged against your W-2 Administration funding, CORE Contract code 2100.

## **2120 W-2 Administration**

Report costs which are reasonable and necessary expenditures for operating the W-2 program and are not directly related to delivery of services for W-2 Programs.

1. It excludes direct costs of providing program services.
  - a. It excludes costs of providing diversion benefits and services, providing program information to clients, screening and assessments, development of employability plans, work activities, post-employment

- services, work supports, and case management. It also excludes costs for contracts devoted entirely to such activities.
- b. It excludes the salaries and benefits costs for staff providing program services and the direct administrative costs associated with providing the services, such as the costs for supplies, equipment, travel, postage, utilities, rental of office space and maintenance of office space.
2. It includes costs for general administration and coordination of the W-2 program, including contract costs and all indirect (or overhead) costs.
- a. Salaries and benefits of staff performing administrative and coordination functions;
  - b. Activities related to TANF eligibility determinations;
  - c. Preparation of program plans, budgets, and schedules;
  - d. Monitoring of programs and projects;
  - e. Fraud and abuse functions (excluding W-2 FEV costs under CORE 2109)
  - f. Procurement activities;
  - g. Public relations;
  - h. Services related to accounting, litigation, audits, management of property, payroll and personnel;
  - i. Costs for the goods and services required for administration of the program such as the costs for supplies, equipment, travel, postage, utilities, and rental of office space and maintenance of office space, provided that such costs are not excluded as a direct administrative cost for providing program services under 1b above.
  - j. Travel costs incurred for official business and not excluded as a direct administrative cost for providing program services under 1b above;
  - k. Management information systems not related to the tracking and monitoring of TANF requirements (e.g., for a personnel and payroll system for State staff); and
  - l. Preparing reports and other documents.

All County Allocated Non-Direct W-2 Administration costs must be reported on CORE code 8120, Cnty Alloc Non-Direct Costs – W-2 Admin. County agencies may only report Direct W-2 Administration costs on this CORE code.

## **2203 W-2 Child Care Eligibility**

See CORE Code 2109 for instructions on pooling and allocating eligibility costs. Report all remaining eligibility costs from the W-2 Eligibility cost pool after removing the TANF eligibility costs.

The costs remaining in the W-2 Eligibility cost pool after the TANF portion is removed include costs related to eligibility for Child Care and Other State Programs. Other State Programs include Qualified Aliens.

County Agencies should use CORE code 8203 to report these costs.

The costs reported on this CORE code (and CORE code 8203) will be charged against your W-2 Services funding, CORE Contract code 2200.

#### **2551 W-2 Fraud Prevention Administration**

This code is a non-reimbursable code and costs reported here are for informational purposes only. This code reporting should not duplicate fraud program cost information provided elsewhere for the IM fraud program.

Report W-2 fraud prevention related Front End Eligibility (FEV) error-prone profile (EPP) case review use, annual FEV Error Prone Profile revalidation, and FEV intensive case review and client eligibility validation costs, related CARES and case updating, plus review of FEVs findings and referral actions to obtain a formal fraud investigation. However, please do NOT include routine W-2 or CC eligibility determinations as FEV related actions, OR fraud investigative or case actions after referral to an investigative agency in this CORE profile.

#### **2552 W-2 Fraud Investigation Follow-Up Administration**

This code is a non-reimbursable code and costs reported here are for informational purposes only. This code reporting should not duplicate fraud program cost information provided elsewhere for the IM fraud program.

Report W-2 agency administrative costs for fraud investigation follow-up actions, including final resolution for a suspected fraud case. This does NOT include fraud prevention administration costs reported in CORE 2551, OR the cost of the fraud investigation and report provided by the separate State contracted county or other Investigative Service Provider, which is paid separately by DHFS. It does include W-2 agency CARES FITS and case tracking/monitoring, W-2 agency fraud report review/disposition and referral to DOA Hearing and Appeals for a related administrative hearing or to a district attorney for a court hearing, costs associated with preparation and signing of a W-2 participant's fraud consent agreement, application of a W-2 IPV, benefit recovery and case closure only related to a finding of fraud, fraud IPV case actions, and both levels of a W-2 fact finding appeal if it relates only to W-2 fraud.