

# ***TRAC Reference Materials***

Welfare Data Tracking  
Implementation Project

# TRAC Reference Materials

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- External Developer's Guide (EDG)  
Appendix 1: TRAC Reference Codes
- WDTIP Bulletins
- Reference Materials can be found on the WDTIP's website:  
<https://www.wdtip.ca.gov>

## EDG

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- Provides reference materials for generating batch extraction files for TRAC.
- The EDG Attachments and Appendix provides additional information on WDTIP Reports and TRAC Reference Codes.
- Contact the WDTIP Help Desk for a copy of this document.

# Exception Processing Resolutions

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- Batch exception processing messages.
- Resolutions for resolving the exception processing messages.
- Contact the WDTIP Help Desk for a copy of this document.

# User Manual

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- Desk resource for county staff using the TRAC application.
  - System Overview
  - System Screen Details
  - System Assistance
  - System Report and Report Files
  - System Administration
  - Troubleshooting Tips

Contact the WDTIP Help Desk for a copy of this document.

## **WDTIP Bulletins**

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- WDTIP Bulletins are issued to the counties and posted on the WDTIP website.
- WDTIP Bulletins inform the counties of TRAC system changes and any other relevant time clock information.

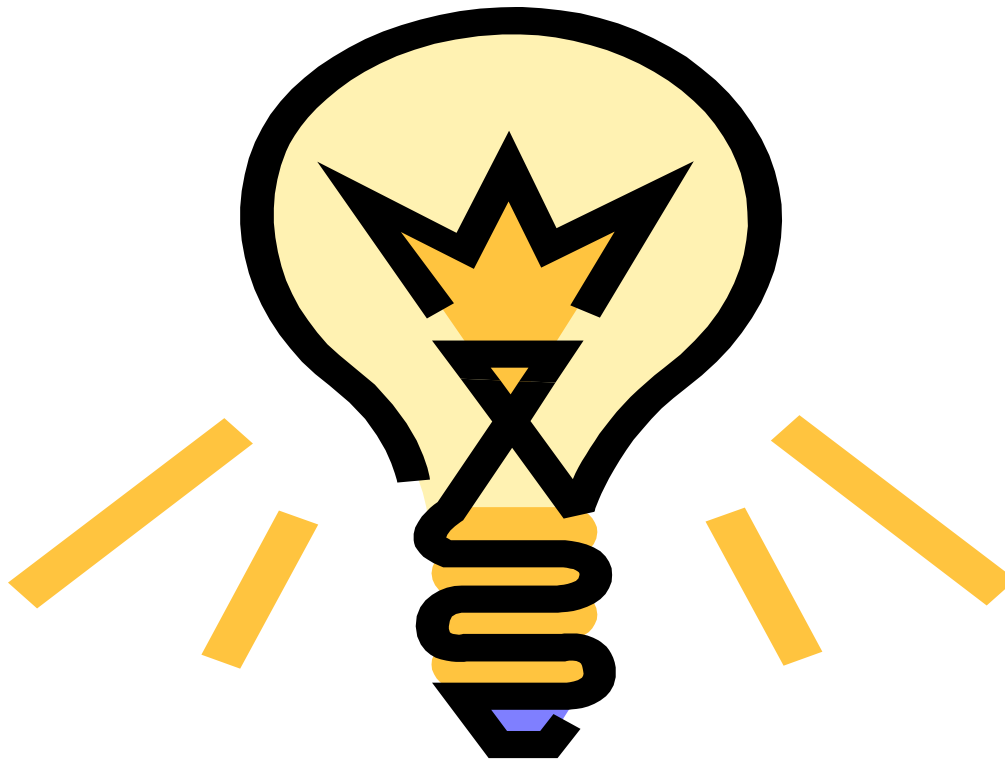
# How to Use Reference Materials

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- Your county will be adding a program participation record online.
- The County Worker familiarizes themselves with the Update Program Participation (UPRG) screen as described in the User Manual.
- The addition of the program participation record will insure that TRAC records match county records.
- Valid TRAC Reference Codes will be needed to enter the program participation record online.

# Scenario I

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## **Scenario:**

### **CalWORKs & Aid Code 32**

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- The County needs to input a program participation record for the CalWORKs program with aid code 32, effective January 1, 2004, with no end date. The client has an existing workplan sign date of 01/01/2004.
- Program Type Codes are shown in the “Program Type Code” section of the TRAC Reference Codes.

# Program Type Codes

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- The County will need to use Program Type “04” to reflect a CalWORKs record.

PROGRAM TYPE CODE	PROGRAM TYPE NAME	PROGRAM TYPE TEXT	PROGRAM TYPE CASH FLAG
02	AFDC	Aid to Families with Dependent Children	Y
04	CALWORKs	California Work Opportunity and Responsibility for Kids Program	Y
13	DIVERSION	Diversion Assistance	Y
14	DIV (SO)	Diversion Services Only (Non-Cash)	N
16	ECA	Entrant Cash Assistance	Y
24	PERM HOME	Homeless Assistance - Permanent Shelter	Y
25	RCA	Refugee Cash Assistance	Y
33	TEMP HOME	Homeless Assistance - Temporary Shelter	Y

# TRAC Reference Codes

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- Valid Program Participation Code combinations are shown under the “Program Participation Type Code” Section.
  - Program Type Code
  - Aid Code
  - Start Date
  - End Date
  - Description of Program Type & Aid Code Combination
  - Federal State Indicator
  - TANF Flag
  - CalWORKs 60 Flag
  - WTW 18/24 Flag (“WTW 24” between 01/01/2013 - 04/30/2022)
  - Diversion Flag

## **04/32 for 01/2004 to 11/2004**

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- The TRAC Reference Codes shows that program type 04 and aid code 32, effective 01/01/2004, has an end date of 11/30/2004.

# Program Participation Type Codes

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## Program Participation Type Code 01/01/04

### **Business Description**

Facts describing a valid combination of a Program Type and Aid Type, and whether or not this combination counts towards time limits.

### **Business Need**

This table of combination values is necessary to accurately determine Welfare Reform time limits for individuals.

### **Standard Values**

PGM TYPE CD	AID CD	START DATE	END DATE	PGM PT TYP TXT	FED STATE ONLY IND	TANF 60 FG	CW 60 FG	wtw 24 FG	DIV FG
04	32	1/1/04	11/30/04	TANF Timed-Out, (federal TANF funds) – Cash Grant – Aid to a family in which the head-of-household or spouse of the head-of-household has received TANF assistance for 60 months.	N	Y	Y	Y	N

# Add Program Participation Record

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- To add the CalWORKs, Aid Record 32, the county staff must enter the following valid program type and aid combination:
  - Program Type 04
  - Aid Code 32
  - Federal State Indicator N

# Clock Impact

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- The record with program type 04, aid code 32, with an effective start date of 01/01/2004, will tick the TANF 60, CalWORKs 60 and WTW 18/24 month clocks for the period 01/01/2004 to 11/30/2004.
- Note: The old WTW 18/24 clock was eliminated effective 12/01/2004 through 12/31/2012. Per ACL 12-67, the new WTW 24-Month Policy went into effect on 01/01/2013. This created a new WTW 24-Month Time Clock. The new WTW 24-Month Time Clock was eliminated on 04/30/2022. Per ACL 20-120.

## **Clock Impact After 11/30/2004**

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- A program participation 04/32 record that extends beyond the 11/30/2004 date has a different time clock calculation.
- The TRAC Reference Codes identifies the impact the 04/32 aid record will have on time clock calculations, effective 12/01/2004.

# Program Participation Effective 12/01/2004

- The TRAC Reference Codes shows a change for the program type 04 and aid code 32, effective 12/01/2004. A 04/32 Aid Record will no longer tick the CalWORKs 18/24 clock.

PGM TYPE CD	AID CD	START DATE	END DATE	PGM PT TYP TXT	FED STATE ONLY IND	TANF 60 FG	CW 60 FG	wtw 1824 FG	DIV FG
04	30	12/01/04		CalWORKs, California Work Opportunity and Responsibility for Kids Program, Cash Grant Family Group Includes sanctioned Cal-Learn Families(Linked Medi-Cal) - TANF/CalWORKs funds - No SOC	N	Y	Y	N	N
04	32	12/01/04		TANF Timed-Out, (federal TANF funds) – Cash Grant – Aid to a family in which the head-of-household or spouse of the head-of-household has received TANF assistance for 60 months.	N	Y	Y	N	N

## Clock Impact 12/01/2004

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- On 12/01/2004, the program participation record for program type 04, aid code 32, with effective start date of 01/01/2004 (with no end date), will now tick the TANF 60 & CalWORKs 60 clocks, but not the WTW 18/24 clock.
- Note: The old WTW 18/24 clock was eliminated effective 12/01/2004 through 12/31/2012. Per ACL 12-67, the new WTW 24-Month Policy went into effect on 01/01/2013. This created a new WTW 24-Month Time Clock. The new WTW 24-Month Time Clock was eliminated on 04/30/2022. Per ACL 20-120.

## Scenario II

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## **County Consortium Sends Batch Record to WDTIP**

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- The County Consortium generates a batch record to WDTIP for processing.
- The record sent to WDTIP received an exception processing message 152.

# **Exception Processing Messages**

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- The Exception Processing Resolutions and TRAC Reference Codes may be used to identify the needed correction.

# Exception Processing 152

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- Exception Processing messages are described in the Exception Processing Reason Code Section of the TRAC Reference Codes and in the Exception Processing Resolutions document.

EXCPT RSN CD	EXCEPTION REASON NAME	Error Level Check
150	Program Status Code is not a valid value or is null.	TRAN
151	Valid FED State Only Ind are 'F' 'S' 'N' or spaces.	TRAN
152	Invalid Aid Code, Program Type Code, FED State Only Indicator Combination	TRAN

# Review of Record

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- A review of the record submitted to WDTIP shows that a program participation record for program type 04, aid code 32, was sent in with a Federal State Indicator of “**F**” and an effective date of 01/01/2004.
- The TRAC Reference Codes shows that a program type of 04, aid code 32, effective 01/01/2004, should use the Federal State Indicator of “**N**”.

## **Record Correction**

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- If the record appears correctly in the County Consortia system, but not in TRAC - the county worker may make an update in the TRAC system by adding the missing record.

# Scenario III

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# System Changes

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- The County worker notices that there are changes in the TANF time clock calculations for CalWORKs program, aid code 35.
- The County worker goes to the WDTIP website to determine if system changes were implemented.
- The November 2006 WDTIP Bulletin identifies system changes for CalWORKs program, aid code 35, effective October 1, 2006.

# November 2006 WDTIP Bulletin

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- The Bulletin shows:

All County Letter (ACL) 06-45 provided guidance on funding changes made to the current Separate State Program for two-parent families in the CalWORKs program. Effective October 1, 2006, commingled federal Temporary Assistance to Needy Families (TANF) and state funds will be used for the Two-Parent Program. Aid Code 35 has been redefined to specify the new funding source. The changes have been made in WDTIP and Aid Code 35 will now tick the TANF time clock.

# Program Participation 10/01/06

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- The TRAC Reference Codes shows a new entry for Program Type 04 and Aid Code 35. Effective 10/01/06, the TANF clock will now tick.

PGM TYPE CD	AID CD	START DATE	END DATE	PGM PT TYP TXT	FED STATE ONLY IND	TANF 60 FG	CW 60 FG	wtw 1824 FG	DIV FG
04	35	10/01/06		CalWORKs, California Work Opportunity and Responsibility for Kids Program, Two-Parent Families – CalWORKs /TANF- (Linked Medi-Cal) No SOC	N	Y	Y	N	N

## **WDTIP's Website**

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- TRAC Reference Materials are on the WDTIP's website:

<https://www.wdtip.ca.gov>