

Tribal TANF

Welfare Data Tracking
Implementation Project

Permissions Needed to Update Tribal TANF

- The County worker must have MED's update capability in order to update Tribal TANF.
- Tribal TANF is entered through the Non-California Participation Update (UNCP) screen.
- The County must have UNCP update capability.
- A County may only update their own county records.

UNCP Screen

- The UNCP Screen is used to view and update:
 - Non-California cash program participation.
 - Tribal TANF providers for an individual.

Valid Tribal TANF Codes

- Valid Tribal TANF Codes must be used when updating Tribal TANF records.
- Valid Tribal TANF Codes are maintained in the TRAC Reference Codes. TRAC Reference Codes are maintained on the WDTIP website:
<https://www.wdtip.ca.gov>

Tribal TANF Codes

- Valid Tribal TANF Codes are shown in the “Tribal TANF Codes” section of the TRAC Reference Guide.
- A portion of the Tribal TANF codes are shown below.

STATE CODE	TRIBAL TANF PROVIDER	LOCATION	STATE TANF DATE
X1	Southern California Tribal Chairmen's Association (SCTCA)	San Diego County & Santa Barbara County	1998-03-01
X2	Torres Martinez Tribal TANF (TMTT)	Riverside County	2001-08-01

TRAC Navigation

- TRAC is accessed through the MEDS system.
- At the MEDS Main Menu, type “Y” at the Menu Option line, and then hit the ENTER key. This will allow you to access the TRAC production system.

MEDS Inquiry Request Menu

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MENU                                ** INQUIRY REQUEST MENU **

OPTION  ?
(F12)   R = INQR - MEDS CLIENT INQUIRY BY ID NUMBER
(F22)   N = INQN - STATEWIDE INQUIRY FOR FILE CLEARANCE
(F23)   W = INQW - WHOLE CASE INQUIRY (CASE MEMBER INQUIRY)
(F21)   X = INXR - CROSS REFERENCE FILE INQUIRY
        S = SOCR - SHARE OF COST SPENDDOWN CASE MEMBERS/STATUS
        P =      - MEDS IMMEDIATE NEED ELIGIBLE RECORD (FUTURE)
        T = INXT - MEDS IMMEDIATE NEED COUNTY ID CROSS REFERENCE
(F20)   A = INWA - MEDS WORKER ALERTS
        H = HOLD - MEDS WORKER ALERTS FOR "HOLD" RECORDS
(F11)   M = MOPI - MEDS ONLINE POS INQUIRY
(F19)   I = IEVS - INCOME AND ELIGIBILITY VERIFICATION SYSTEM MENU
        G = HEMI - HEALTH ACCESS PROGRAMS INQUIRY MENU (CCS/GHPP)
        K = IAPP - APPLICATION TRACKING INQUIRY MENU
        O = HOME - HOMELESS ASSISTANCE PROGRAM MENU
        Q = SOLQ - SOCIAL SECURITY STATE ONLINE QUERY (SOLQ) REQUEST
        V = HIAR - HEALTH INSURANCE SYSTEM MENU (ACTION REQUEST MENU)
        Y = TRAC - TRAC INFORMATION SYSTEM MAIN MENU (PRODUCTION)
        Z = TRAT - TRAC INFORMATION SYSTEM MAIN MENU (TRAINING)

FOR DETAILED EXPLANATIONS OF THE INQUIRY OPTIONS LISTED PRESS F13
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TRAC Main Menu

TRAC

TRAC INFORMATION SYSTEM
MAIN MENU

	INQUIRY SCREEN NAME	ID		UPDATE SCREEN NAME	ID
1.	INDIVIDUAL INQUIRY	IINQ	13.	NON-CAL PARTICIPATION UPDATE	UNCP
2.	INDIVIDUAL DETAIL	IDET	14.	DIVERSION UPDATE	UDIV
3.	ALTERNATE IDENTITY	ALID	15.	CHILD SUPPORT REIMB UPDATE	UCSR
4.	COUNTY SUMMARY	KSUM	16.	SUPPORTIVE SERVICES UPDATE	USSO
5.	PROGRAM SUMMARY	PSUM	17.	PROGRAM PARTICIPATION UPDATE	UPRG
6.	DIVERSION SUMMARY	DSUM	18.	EXCEPTION UPDATE	UPEX
7.	EXCEPTIONS SUMMARY	ESUM			
8.	TIME CLOCKS SUMMARY	TSUM			
9.	WELFARE TO WORK SUMMARY	WSUM			
10.	TANF 60-MONTH CALENDAR	TCAL			
11.	CAL 60-MONTH CALENDAR	KCAL			
12.	WTW 24-MONTH CALENDAR	WCAL			

SELECT A SCREEN NUMBER AND PRESS ENTER :

F1=HELP F3=EXIT F11=MEDS

TRAC Navigation

- On TRAC's Main Menu, enter 13 on the screen number line and then hit the ENTER key for the Non-CAL Participation Update Screen.
- Before TRAC displays the Non-CAL Participation Update screen, you will need to identify the correct individual to TRAC.
- TRAC will display the Individual Inquiry (IINQ) screen. You may search by individual by CIN, SSN, Last Name, etc.

Select Individual

- On the IINQ Screen, enter the CIN, the Social Security Number, or your search criteria for the individual.
- Match(es) that meet your selection criteria will be displayed.
- ISUM will display one or more individuals that meet your search criteria.

```
IINQ                                TRAC INFORMATION SYSTEM          01/25/2007
                                   INDIVIDUAL INQUIRY

SEARCH CRITERIA - ENTER 1 OR MORE
SSN      :   _-_-_ 
CIN      :   _____
ALIEN #   : A  _____
COUNTY ID : _-_-_-_____-(COUNTY #/AID/SERIAL #/FBU/PRSN #)

*****OR*****

SEARCH CRITERIA - ENTER FIELDS
                               LAST*                FIRST             MIDDLE              SUFX
NAME:  _____

                               SPECIFIC               -OR-           RANGE
DOB:    __ / __ / __         FROM :  __ / __ / ____
                              TO   :  __ / __ / ____

SEX:    _
*MANDATORY

ENTER SEARCH CRITERIA AND PRESS ENTER

F1=HELP F5=AIND F11=MEDS F12=TRAC
```

IINQ Search Results by CIN

```
ISUM                                TRAC INFORMATION SYSTEM                                01/30/2007
                                INDIVIDUAL RESPONSE SUMMARY

LAST   :                               SUFX :                               CIN   : 72996371H
FIRST  :                               DOB  :   /   /                               SSN   :   -   -
MIDDLE :                               SEX  :                               ALIEN# :
**** 01 MATCH(ES) FOUND ON CIN ***** PAGE: 01/01
SEL  CIN/      SSN/      LAST NAME/      MIDDLE/      SUFX/
     ALIEN#     COUNTY #  FIRST NAME     DOB           SEX
-    72996371H  543-54-5335 JACK         09/10/1989    M
                        19      JILLS

                                SELECT ONE AND PRESS ENTER
                                F1=HELP F3=PREV F5=AIND F7=UP F8=DOWN F9=IDET F11=MEDS F12=TRAC
```

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IINQ                                TRAC INFORMATION SYSTEM                                01/30/2007
                                     INDIVIDUAL INQUIRY

SEARCH CRITERIA - ENTER 1 OR MORE
SSN      :  _ _ - _ _ - _ _
CIN      :  _ _ _ _ _
ALIEN #   :  A _ _ _ _ _
COUNTY ID :  _ _ - _ _ - _ _ - _ _ - _ _ (COUNTY #/AID/SERIAL #/FBU/PRSN #)

*****OR*****

SEARCH CRITERIA - ENTER FIELDS
                LAST*                FIRST                MIDDLE                SUFX
NAME:  jack _ _ _ _ _ jills _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

                SPECIFIC                -OR-                RANGE
DOB:  _ _ / _ _ / _ _                FROM :  _ _ / _ _ / _ _
                TO :  _ _ / _ _ / _ _

SEX:  _ _
      *MANDATORY

                ENTER SEARCH CRITERIA AND PRESS ENTER

                F1=HELP F5=AIND F11=MEDS F12=TRAC
  
```

IINQ Search Results by Name

```
ISUM                                TRAC INFORMATION SYSTEM                                01/30/2007
                                INDIVIDUAL RESPONSE SUMMARY

LAST   : JACK                      SUFX   :
FIRST  : JILLS                     DOB    :   /   /
MIDDLE :                           SEX    :
****  01 MATCH(ES) FOUND ON NAME ***** PAGE: 01/01
SEL    CIN/      SSN/      LAST NAME/      MIDDLE/      SUFX/
      ALIEN#     COUNTY #   FIRST NAME     DOB           SEX
-      72996371H   543-54-5335 JACK         09/10/1989    M
      19          JILLS

                                SELECT ONE AND PRESS ENTER
                                F1=HELP F3=PREV F5=AIND F7=UP F8=DOWN F9=IDET F11=MEDS F12=TRAC
```

UNCP Screen

```
UNCP                                TRAC INFORMATION SYSTEM          01/31/2007
                                NON-CAL PARTICIPATION UPDATE

LAST   : JACK                      SUFX  :                          CIN   : 72996371H
FIRST  : JILLS                     DOB   : 09/10/1989          SSN   : 000-00-0000
MIDDLE :                          SEX   : M                      ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):
  SEL   COUNTY #   STATE   START MONTH   END MONTH
  --    -
  -      01        TX      03 / 1999      04 / 1999
  -      01        MA      01 / 1999      02 / 1999

*****
ADD A NEW RECORD (A):
  SEL          STATE   START MONTH   END MONTH
  --          -
  -            -      - / -          - / -

                                           PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC
```

UNCP Screen Fields

- County # - represents the county who owns the record.
- State – represents the California Tribal TANF provider or the State where an individual received non-California welfare benefits.
- Start & End Month – represents the period of the aid.

Tribal TANF Codes Start with X

- The Tribal TANF Codes will be used in the “state” field of the UNCP screen.
- The Tribal TANF Codes begins with a letter “X” followed by a number or alpha character.
- The Tribal TANF provider description and location information in the TRAC reference codes may be used to identify the proper “state” code.

How to Add Tribal TANF

- At the “Add a New Record” Section of the UNCP screen, type the letter “A” in the “SEL” field.

Enter A in the SEL Field

UNCP

TRAC INFORMATION SYSTEM NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
—	01	TX	03 / 1999	04 / 1999
—	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
A	—	— / —	— / —

PAGE: 01/01

4000 - PLEASE ENTER DATA AND PRESS ENTER.

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Enter Tribal TANF Data

UNCP

TRAC INFORMATION SYSTEM
NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
—	01	TX	03 / 1999	04 / 1999
—	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
A	x2	01 / 2000	01 / 2000

PAGE: 01/01

4000 - PLEASE ENTER DATA AND PRESS ENTER.

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Type Y to Add Record

UNCP

TRAC INFORMATION SYSTEM NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST	: JACK	SUF	:	CIN	: 72996371H
FIRST	: JILLS	DOB	: 09/10/1989	SSN	: 000-00-0000
MIDDLE	:	SEX	: M	ALIEN#	:

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
—	01	TX	03 / 1999	04 / 1999
—	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
A	X2	01 / 2000	01 / 2000

ADD RECORD (Y/N)?

—

PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Record Successfully Added

UNCP

TRAC INFORMATION SYSTEM
NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
—	01	X2	01 / 2000	01 / 2000
—	01	TX	03 / 1999	04 / 1999
—	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
—	—	— / —	— / —

PAGE: 01/01

1070 - RECORD ADDED SUCCESSFULLY.

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

How to Modify Tribal TANF

- Type the letter “M” in the “SEL” field of the record to be modified and then hit the ENTER key.

Record Ready for Modification

UNCP

TRAC INFORMATION SYSTEM
NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
M	01	X2	01 / 2000	01 / 2000
-	01	TX	03 / 1999	04 / 1999
-	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
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PAGE: 01/01

1700 - PLEASE MODIFY DATA AND PRESS ENTER.

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

End Month Modified

UNCP

TRAC INFORMATION SYSTEM NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
M	01	X2	01 / 2000	02 / 2000
-	01	TX	03 / 1999	04 / 1999
-	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
-----	-------	-------------	-----------

MODIFY RECORD (Y/N)? -

PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Type Y to Modify Record

UNCP

TRAC INFORMATION SYSTEM NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
M	01	X2	01 / 2000	02 / 2000
-	01	TX	03 / 1999	04 / 1999
-	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
-----	-------	-------------	-----------

MODIFY RECORD (Y/N)? y

PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Record Successfully Modified

UNCP

TRAC INFORMATION SYSTEM
NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
—	01	X2	01 / 2000	02 / 2000
—	01	TX	03 / 1999	04 / 1999
—	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
—	—	— / —	— / —

PAGE: 01/01

1090 - RECORD MODIFIED SUCCESSFULLY.

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Record Deletion

- Type the letter “D” in the “SEL” record for the record to be deleted and then hit the ENTER key.

Type Y to Delete Record

UNCP

TRAC INFORMATION SYSTEM
NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
D	01	X2	01 / 2000	02 / 2000
-	01	TX	03 / 1999	04 / 1999
-	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
-----	-------	-------------	-----------

DELETE RECORD (Y/N)? -

PAGE: 01/01

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Record Successfully Deleted

UNCP

TRAC INFORMATION SYSTEM
NON-CAL PARTICIPATION UPDATE

01/31/2007

LAST : JACK
FIRST : JILLS
MIDDLE :

SUFY :
DOB : 09/10/1989
SEX : M

CIN : 72996371H
SSN : 000-00-0000
ALIEN# :

SELECT A RECORD TO MODIFY OR DELETE (M/D):

SEL	COUNTY #	STATE	START MONTH	END MONTH
—	01	TX	03 / 1999	04 / 1999
—	01	MA	01 / 1999	02 / 1999

ADD A NEW RECORD (A):

SEL	STATE	START MONTH	END MONTH
—	—	— / —	— / —

PAGE: 01/01

1080 - RECORD DELETED SUCCESSFULLY.

F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

Time Clock Recalculations

- Tribal TANF records added, modified, or deleted requires an update on the time clock calculations.
- The time clock update will occur a day after the Tribal TANF modification was made.

Conclusion

- This training module provides an overview of adding, modifying, or deleting a Tribal TANF record.