

Supportive Services

Welfare Data Tracking
Implementation Project

Permissions Needed to Update Supportive Services

- The County worker must have TRAC update capability in order to add/update/delete Supportive Services records.
- Supportive Services records are entered through the Supportive Services Update (USSO) screen.
- A County may only update their own county records.

USSO Screen

- The USSO Screen allows for online inquiry and updates in instances where an individual receives a “Supportive Services Only” payment and no corresponding cash aid payment for the same month.
- “Supportive Services Only” is considered cash assistance, for the purposes of the TANF 60-month time limit, if provided to ***unemployed families***.

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

MENU

** INQUIRY REQUEST MENU **

BUC - 01/25/07
10:13:11

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
	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

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, type 16 on the screen number line and then hit the ENTER key for the USSO Screen.
- Before TRAC displays the supportive services records, you will need to identify the correct individual in TRAC.
- TRAC will display the Individual Inquiry (IINQ) screen. You may search for an 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 Screen

IINQ

TRAC INFORMATION SYSTEM
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

SUF_X

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
                                INDIVIDUAL RESPONSE SUMMARY

LAST   :                          SUFX :      CIN   : 72055812H
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
=    72055812H  254-67-9165  III           01/19/1945  F
     88         AAA
```

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

IINQ Search by Name

ISUM

TRAC INFORMATION SYSTEM INDIVIDUAL RESPONSE SUMMARY

LAST : III
FIRST : AAA
MIDDLE :

SUFEX :
DOB : / /
SEX :

CIN :
SSN : - -
ALIEN# :

**** 25 MATCH(ES) FOUND ON NAME

***** PAGE: 03/05

SEL	CIN/ ALIEN#	SSN/ COUNTY #	LAST NAME/ FIRST NAME	MIDDLE/ DOB	SUFEX/ SEX
=	32432232A	- - 19	A A	01/01/1939	F
-	72055812H	254-67-9165 88	III AAA	01/19/1945	F
-	39068271A	531-45-5684 54	A MR.	08/26/1947	M
-	32674230A	199-28-1621 88	AAA FATHER	03/15/1949	M
-	39664230A	180-10-1081 88	AAA FATHER	03/17/1949	M

F1=HELP F3=PREV F5=AIND F7=UP F8=DOWN F9=IDET F11=MEDS F12=TRAC

4B

:00.1

09/03

USSO Screen Fields

- County # - represents the county who issued the supportive services only payment.
- Reason – type of supportive service payment received by the client.
- Effective Month – represents the month when the client received the supportive services only payment.
- Employed – identifies whether or not the selected individual is employed. This field may be either “Y” or “N”.

USSO Screen

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
-----	----------	--------	-----------------	----------

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
=	--	-- / ----	-

PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

4B

:00.5

19/05

USSO Screen – A for Add, M for Modify, D for Delete

USSO

TRAC INFORMATION SYSTEM
SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

SELECT A RECORD TO MODIFY OR DELETE (M/D):
SEL COUNTY # REASON EFFECTIVE MONTH EMPLOYED

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
=	--	-- / ----	-

PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

4B

:00.5

19/05

TRAC Reference Codes

- In the TRAC Reference Codes document, under the “Supportive Services Reason Type Codes” section - will identify valid codes that may be used in the USSO Reason field.

Supportive Services Reason Codes

SUPPORTIVE SERVICES REASON TYPE CODE	SHORT NAME	HELP TEXT
01	CHILD CARE	Child Care Assistance Made Available to a Former Recipient of Aid
02	TRANSPORTATION	Transportation Assistance Made Available to a Former Recipient of Aid
03	ANCILLARY	Ancillary Assistance Made Available to a Former Recipient of Aid
04	OTHER	Other Assistance Made Available to a Former Recipient of Aid

How does TRAC treat supportive services?

- A supportive services with an employed flag of “N” is treated as a program type code “SG” and aid code of “SS”.
- The TRAC Reference Codes, under the Program Participation Type Code section, identifies the time clock impact of a SG/SS record.

Program Participation Type Code

A SG/SS record will tick the TANF 60-month time clock, but not the CalWORKs 60-month time clock:

PGM TYPE CD	AID CD	START DATE	END DATE	PGM PT TYP TXT	FED STATE ONLY IND	TANF 60 FG	CW 60 FG	CW 1824 FG	DIV FG
SG	SS	1/1/98		SYSTEM GENERATED- Individual is a Former Recipient of Cash Aid and Receives Only Child Care, Case Management or Supportive Services. – TANF/CalWORKs funds.	N	Y	N	N	N

How to Add Supportive Services Only Record

- From the “Add a New Record” Section of the USSO screen, type the letter “A” in the “SEL” field and then press the ENTER key.
- The system will be ready to accept new record data.
- The effective month must be entered in MM/YYYYY format.

Enter A in the SEL Field

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
-----	----------	--------	-----------------	----------

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
A	--	-- / ----	-

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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

4B

:00.1

19/23

USSO Record

- Type in a two digit number for the reason code. Use the TRAC Reference Codes to determine the correct value.
- Type in a effective month, using the MM/YYYYY format.
- Type in either a “N” for unemployed or “Y” for employed.

Enter Data

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
-----	----------	--------	-----------------	----------

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
A	01	03 / 2013	N

ADD RECORD (Y/N)?

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

4B

:00.1

22/25

Type Y to Add Record

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
-----	----------	--------	-----------------	----------

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
A	01	03 / 2013	N

ADD RECORD (Y/N)?

Y

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

4B

:00.1

01/02

Record Successfully Added

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
=	01	01	03 / 2013	N

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
-	--	-- / ----	-

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1070 - RECORD ADDED SUCCESSFULLY.

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

4B

:00.1

10/05

IDET Clock Indicators

- The IDET indicators for the TANF 60-month and CAL 60-month displays “Y”, indicating that time clocks have been initialized for the client.
- The IDET screen does not have a separate indicator for supportive services only records.

IDET Clock Indicators

IDET

TRAC INFORMATION SYSTEM INDIVIDUAL DETAIL

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

BIRTH COUNTRY :	TIMECLOCK INDICATOR
BIRTH STATE :	A. TANF 60 : Y
ALTERNATE IDENTITY : N	B. CAL 60 : Y
LAST COUNTY OF RECORD : 38	C. NON-CAL MONTHS : N
	D. WTW 24 : N

EXCEPTIONS INDICATORS

A. SANCTIONS	: N
B. EXEMPTIONS	: N
C. GOOD CAUSE	: N
D. EXTENDER	: N
E. REPAY	: N

DIVERSION INDICATOR : N

1040 - DATA REFRESHED.

F1=HELP F2=IINQ F3=PREV F4=SCRN F9=NXTSCRN F10=TSUM F11=MEDS F12=TRAC

Clock Impact

- A supportive services record with a “N” employed flag will tick the TANF 60-month clock. The CalWORKs 60-month clock is unaffected. (The WTW 24-month time clock has not been initialized.)
- Time clock summary is displayed in the Time Clock Summary (TSUM) screen.

TSUM Screen

TSUM

TRAC INFORMATION SYSTEM TIME CLOCK SUMMARY

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

TIME CLOCK START MONTH	TANF 60	CALWORKS 60	WTW 24
TIME CLOCK END MONTH	03/2013	03/2013	
MONTHS USED	001	000	000
NON-CAL MONTHS *	000	000	N/A
EXTENDER MONTHS *	N/A	000	000
EXCEPTION MONTHS	000	000	000
REPAY MONTHS	000	000	N/A

LAST CALCULATED DATE : 05/24/2022
OVERLAPPING PROGRAM PARTICIPATION : N
* INCLUDED IN MONTHS USED

F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC

4B

:00.1

24/18

Clock Detail Screens

- The detail information about TANF and CalWORKs clocks are displayed respectively on the TANF 60-Month Calendar (TCAL) screen and the CalWORKs 60-month Calendar (KCAL) screen.
- The WTW 24-month time clock has not been initialized.

TCAL Screen

TCAL

TRAC INFORMATION SYSTEM
TANF 60-MONTH CALENDAR

LAST : III
FIRST : AAA
MIDDLE :

SUFEX :
DOB : 01/19/1945
SEX : F

CIN : 72055812H
SSN :
ALIEN# :

TANF 60-MONTH TIME CLOCK START MONTH : 03/2013
TANF 60-MONTH TIME CLOCK END MONTH :
TANF 60-MONTHS USED : 001
NON-CAL MONTHS (INCLUDED IN MONTHS USED) : 000
EXCEPTION MONTHS : 000
REPAY MONTHS : 000

2013 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
 - - Y - - - - - - - - -

PAGE: 01/01

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

4B

⌚ :00.1

01/02

KCAL Screen

KCAL

TRAC INFORMATION SYSTEM
CALWORKS 60-MONTH CALENDAR

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

CALWORKS 60-MONTH TIME CLOCK START MONTH : 03/2013
CALWORKS 60-MONTH TIME CLOCK END MONTH :
CALWORKS 60-MONTHS USED : 000
NON-CAL MONTHS (INCLUDED IN MONTHS USED) : 000
EXCEPTION MONTHS (EXCLUDES EXTENDER MOS) : 000
EXTENDER MONTHS (INCLUDED IN MONTHS USED) : 000
REPAY MONTHS : 000

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2013	-	-	N	-	-	-	-	-	-	-	-	-

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

4B

:00.1

01/02

How to Modify Supportive Services Record

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

Record Ready for Modification

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
M	01	<u>01</u>	03 / 2013	N

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
-----	--------	-----------------	----------

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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

4B

:00.1

10/23

Type Y to Modify Record

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
M	01	01	03 / 2013	Y

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
-----	--------	-----------------	----------

MODIFY RECORD (Y/N)? Y

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

4B

:00.1

22/25

Record Modified Successfully

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUF	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
=	01	01	03 / 2013	Y

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
-	--	-- / ----	-

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

4B

:00.1

10/05

Time Clock Recalculations

- Changing the employed flag from “N” to “Y” will impact the time clocks.
- The following day the time clocks will be recalculated.
- The TSUM screen will show a change in the amount of TANF months.

TSUM: Change in Clocks

TSUM

TRAC INFORMATION SYSTEM TIME CLOCK SUMMARY

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

	TANF 60	CALWORKS 60	WTW 24
TIME CLOCK START MONTH			
TIME CLOCK END MONTH			
MONTHS USED	000	000	000
NON-CAL MONTHS *	000	000	N/A
EXTENDER MONTHS *	N/A	000	000
EXCEPTION MONTHS	000	000	000
REPAY MONTHS	000	000	N/A

LAST CALCULATED DATE :
OVERLAPPING PROGRAM PARTICIPATION : N
* INCLUDED IN MONTHS USED
1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC

TCAL: No Months

TCAL

TRAC INFORMATION SYSTEM
TANF 60-MONTH CALENDAR

LAST : III
FIRST : AAA
MIDDLE :

SUFEX :
DOB : 01/19/1945
SEX : F

CIN : 72055812H
SSN :
ALIEN# :

TANF 60-MONTH TIME CLOCK START MONTH :
TANF 60-MONTH TIME CLOCK END MONTH :
TANF 60-MONTHS USED :
NON-CAL MONTHS (INCLUDED IN MONTHS USED) :
EXCEPTION MONTHS :
REPAY MONTHS :

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

4B

:00.1

01/02

KCAL: No Months

KCAL

TRAC INFORMATION SYSTEM CALWORKS 60-MONTH CALENDAR

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

CALWORKS 60-MONTH TIME CLOCK START MONTH :
CALWORKS 60-MONTH TIME CLOCK END MONTH :
CALWORKS 60-MONTHS USED :
NON-CAL MONTHS (INCLUDED IN MONTHS USED) :
EXCEPTION MONTHS (EXCLUDES EXTENDER MOS) :
EXTENDER MONTHS (INCLUDED IN MONTHS USED) :
REPAY MONTHS :

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

PAGE: 01/01

1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

4B

:00.1

01/02

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

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

LAST	:	III	SUFFIX	:		CIN	:	72055812H
FIRST	:	AAA	DOB	:	01/19/1945	SSN	:	
MIDDLE	:		SEX	:	F	ALIEN#	:	

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
D	01	01	03 / 2013	Y

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
-----	--------	-----------------	----------

DELETE RECORD (Y/N)?

PAGE: 01/01

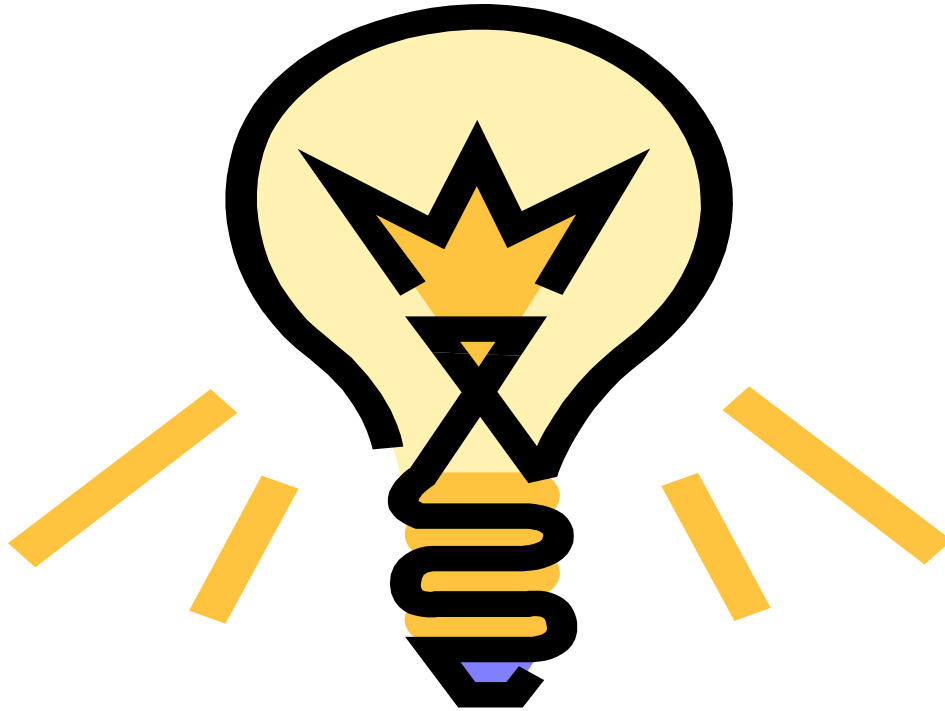
F1=HELP F2=IINQ F3=PREV F4=SCRN F7=UP F8=DOWN F10=TSUM F11=MEDS F12=TRAC

4B

:00.1

22/25

Scenario I



Scenario: Different Reason Codes

- The type of supportive services received by a client does not impact the time clock calculations.
- The employed flag will determine how the time clocks will be calculated.

USSO: Different Type of Supportive Services

- The client received “01- Child Care” for 04/2013 and “02 – Transportation” for 05/2013.
- For the months of 04/2013 and 05/2013, the client was unemployed.
- TANF 60-months will be impacted for services provided during 04/2013 and 05/2013.

USSO

TRAC INFORMATION SYSTEM
SUPPORTIVE SERVICES ONLY UPDATE

```

LAST      : III
FIRST     : AAA
MIDDLE    :

```

SUFIX :
DOB : 01/19/1945
SEX : F

CIN : 72055812H
SSN :
ALIEN# :

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

SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
==	01	02	05 / 2013	N
==	01	01	04 / 2013	N

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
-	--	-- / ----	-

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1070 - RECORD ADDED SUCCESSFULLY.

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

TSUM: TANF Months

TSUM

TRAC INFORMATION SYSTEM TIME CLOCK SUMMARY

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

	TANF 60	CALWORKS 60	WTW 24
TIME CLOCK START MONTH	04/2013	04/2013	
TIME CLOCK END MONTH			
MONTHS USED	002	000	000
NON-CAL MONTHS *	000	000	N/A
EXTENDER MONTHS *	N/A	000	000
EXCEPTION MONTHS	000	000	000
REPAY MONTHS	000	000	N/A

LAST CALCULATED DATE : 05/24/2022
OVERLAPPING PROGRAM PARTICIPATION : N
* INCLUDED IN MONTHS USED

F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC

TCAL: TANF Months Detail

TCAL

TRAC INFORMATION SYSTEM
TANF 60-MONTH CALENDAR

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

TANF 60-MONTH TIME CLOCK START MONTH	:	04/2013
TANF 60-MONTH TIME CLOCK END MONTH	:	
TANF 60-MONTHS USED	:	002
NON-CAL MONTHS (INCLUDED IN MONTHS USED)	:	000
EXCEPTION MONTHS	:	000
REPAY MONTHS	:	000

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2013	-	-	-	Y	Y	-	-	-	-	-	-	-

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

4B

:00.1

01/02

Scenario II



Scenario: Supportive Services for Child

- The client is a child, under the age of 18.
- Supportive services issued and the client was unemployed.
- The TANF 60-month will be impacted.

USSO: Supportive Services for A Child

USSO

TRAC INFORMATION SYSTEM SUPPORTIVE SERVICES ONLY UPDATE

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

SELECT A RECORD TO MODIFY OR DELETE (M/D):				
SEL	COUNTY #	REASON	EFFECTIVE MONTH	EMPLOYED
=	01	01	06 / 2005	N

ADD A NEW RECORD (A):

SEL	REASON	EFFECTIVE MONTH	EMPLOYED
-	--	-- / ----	-

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

4B

:00.1

10/05

TSUM: TANF Starts 06/2005

- The client has only a supportive services record for 06/2005.
- TANF start month is 06/2005.
- TSUM shows one month on the TANF clock.

TSUM: TANF Clock Impacted

TSUM

TRAC INFORMATION SYSTEM TIME CLOCK SUMMARY

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

TIME CLOCK START MONTH	TANF 60	CALWORKS 60	WTW 24
TIME CLOCK END MONTH	06/2005	06/2005	
MONTHS USED	001	000	000
NON-CAL MONTHS *	000	000	N/A
EXTENDER MONTHS *	N/A	000	000
EXCEPTION MONTHS	000	000	000
REPAY MONTHS	000	000	N/A

LAST CALCULATED DATE : 05/24/2022
OVERLAPPING PROGRAM PARTICIPATION : N
* INCLUDED IN MONTHS USED

F1=HELP F2=IINQ F3=PREV F4=SCRN F11=MEDS F12=TRAC

TCAL: TANF Detail

TCAL

TRAC INFORMATION SYSTEM
TANF 60-MONTH CALENDAR

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

TANF 60-MONTH TIME CLOCK START MONTH	:	06/2005
TANF 60-MONTH TIME CLOCK END MONTH	:	
TANF 60-MONTHS USED	:	001
NON-CAL MONTHS (INCLUDED IN MONTHS USED)	:	000
EXCEPTION MONTHS	:	000
REPAY MONTHS	:	000

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2005	-	-	-	-	-	Y	-	-	-	-	-	-

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

4B

:00.1

01/02

KCAL: No Clocks

KCAL

TRAC INFORMATION SYSTEM
CALWORKS 60-MONTH CALENDAR

LAST :	SUFY :	CIN :
FIRST :	DOB :	SSN :
MIDDLE :	SEX :	ALIEN# :

CALWORKS 60-MONTH TIME CLOCK START MONTH :
CALWORKS 60-MONTH TIME CLOCK END MONTH :
CALWORKS 60-MONTHS USED :
NON-CAL MONTHS (INCLUDED IN MONTHS USED) :
EXCEPTION MONTHS (EXCLUDES EXTENDER MOS) :
EXTENDER MONTHS (INCLUDED IN MONTHS USED) :
REPAY MONTHS :

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

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1050 - NO DATA FOR THIS CIN ON THIS SCREEN.

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

4B

:00.1

01/02

Conclusion

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