

Instructions for Obtaining Work Experience Program (WEP) Credit Information

Work Experience Program (WEP) credit is the monetary value of the time a Temporary Assistance (TA) recipient or former recipient spent participating in a district assigned WEP activity. WEP credit shall be used when determining the amount of recoverable TA from real property liens/mortgages, lottery winnings, personal injury awards and/or inheritances.

A new Welfare Management System (WMS) menu option has been created for social services districts (districts) to obtain the monetary value of a recipient's or former recipient's WEP participation. The new WEP menu option allows districts to obtain WEP credits for a specific time period. Credits will be listed by Month/Year of WEP participation.

Note: The new WEP screens are not used to complete the Lottery Intercept process. Details of the Lottery Intercept process, including the application of WEP credits, will be covered in a future directive.

Note: Districts can only view WEP credits for WEP completed in their district. In addition, districts are advised to use all available resources to identify WEP participation history in addition to the WMS screens described in this document.

NEW WMS SCREEN 28: WORK EXPERIENCE PROGRAM CREDIT MENU

The WEP credit screens can be accessed by navigating to the WMS Menu (WMSMNU) and selecting the new menu option WORK EXPERIENCE PROG CREDIT MENU (Selection 28) and pressing enter in the transmit (XMIT) area. See Figure 1.

Figure 1

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WMSMNU DIST ALBA
                WELFARE MANAGEMENT SYSTEM MENU
USE APPROPRIATE SF KEY (1-24) OR INDICATE SELECTION NUMBER  ^^  xmt  ^

01  PA/FS BUDGET CALCULATION          17  TIME LIMIT TRACKING MENU
02  MA BUDGET CALCULATION             18  AUTO SDX/WMS MENU
03  STATISTICS                       19  CCRS MENU
04  APPLICATION REGISTRY MENU         20  EEDSS HOST SYSTEM MENU
05  DENIAL ENTRY (APP AND SVCS)       21  W4139R INQUIRY REPORT
06  SIGN OFF                          22  DOMESTIC VIOLENCE MENU
07  N-S DATA ENTRY & DISPOSITION     23  GIS MENU
08  eDRS CLIENT INQUIRY MENU          24  FS PERIODIC CONTACT MENU
09  SERVICES FULL DATA ENTRY         25  MEDICAL ASSISTANCE MENU
10  SERVICES UNDERCARE/MAINTENANCE    26  SSA 40 QUARTER MATCHING
11  CLIENT NOTICES MENU               27  CBIC MENU
12  WMS CASE & INDIVIDUAL INQUIRY     28  WORK EXPERIENCE PROG CREDIT MENU
13  TITLE XX Appendix F UPDATE MENU   29  IV/A-IV/D RESPONDENT INFORMATION
14  RFI MENU                          30  FAIR HEARING MENU
15  BICS MENU                         31  MMIS INQUIRY MENU
16  WMSMNU (MENU KEY)                 32  IRCS MENU

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WEPPMN – WORK EXPERIENCE PROGRAM CREDIT MENU

Once Screen 28 has been selected, Users can enter recipient or former recipient information in one of four possible ways. See Figure 2:

| REFERENCE | REQUIRED FIELDS | DESTINATION SCREEN |
|-------------------------------------|-----------------------------|--------------------|
| Lookup Only: Case No | Case No, From date, To date | WEPICS |
| Lookup Only: CIN | CIN, From date, To date | WEPICN |
| Apply to Recovery (Update): Case No | CIN, From date, To date | WEPUCS |
| Apply to Recovery (Update): CIN | Case No, From date, To date | WEPUCN |

Case No: Must be a valid Case Number, within the district and contain WEP data.

CIN: Must be a valid CIN, within the district and contain WEP data.

Date Range: User can enter a “From” date as far back as 12/1996 and a “To” date up to the present month.

Figure 2



WEPPMN DISPLAY FIELDS

| FIELD NAME | DESCRIPTION |
|------------|--------------|
| DIST | District |
| DATE | Current date |

WEPPMN FUNCTION KEYS

| FUNCTION KEY | DESCRIPTION |
|---------------------|---|
| F16 – WMSMNU | F16 key will direct user to the WMSMNU screen |
| F6 – SIGNOFF | F6 key will sign user off from mainframe system |

WEPPMN ERROR MESSAGES

| ERROR MESSAGE # | DESCRIPTION |
|------------------------|--|
| EM1 | The user does not enter all required fields before XMIT. Display error message: <i>**ENTER ALL REQUIRED FIELDS IN CORRECT FORMAT**</i> |
| EM2 | The user inputs data into more than one screen option <i>**ENTER REQUIRED FIELDS IN ONLY ONE SELECTION**</i> |
| EM3 | The user enters an invalid Case Number <i>**INVALID CASE NO**</i> |
| EM4 | The user enters an invalid CIN <i>**INVALID CIN**</i> |
| EM5 | The user entered a valid Case Number, but the Case Number does not have any WEP credit within the date range provided <i>**CASE DOES NOT CONTAIN WEP CREDIT WITHIN DATE RANGE**</i> |
| EM6 | The user entered a valid CIN, but the CIN does not have any WEP credit within the date range provided <i>**CIN DOES NOT CONTAIN WEP CREDIT WITHIN DATE RANGE**</i> |
| EM7 | The user entered a date range outside of Parameters <i>**INVALID DATE RANGE**</i> |

WEPICS – WORK EXPERIENCE PROGRAM CREDIT CASE LOOKUP

This screen displays WEP participation data as it relates to a single case number and date range within the district conducting the inquiry. If a recipient or former recipient participated in a WEP activity in another case within the district, a separate inquiry will need to be run for that case.

Figure 3

| MONTH/ YEAR | HH NUM | WEP HOURS | MIN WAGE | TOTAL WEP | TA WEP | TA PMTS | WEP USED | USED BY | WEP AVAIL |
|----------------|-----------|--------------|-------------|--------------|-----------|------------|-------------|------------|--------------|
| 06/2013 | 004 | 065 | 7.25 | 471.25 | 408.42 | 650.00 | 0.00 | | 408.42 |

WEPICS DISPLAY HEADING

| FIELD NAME | DESCRIPTION |
|------------|---|
| PAGE | Indicates the current page of results and the total pages returned from the inquiry |
| DIST | District |
| CASE NAME | Case name |
| CASE NO | Case number |
| DATE RANGE | Date range of WEP information |

WEPICS SUMMARY DISPLAY (Top Right Corner of Screen)

| FIELD NAME | DESCRIPTION |
|----------------|--|
| TOTAL WEP AVBL | Aggregated amount of TA WEP available for the requested Case Number and Date Range |
| TOTAL WEP | Aggregated amount of TOTAL WEP (WEP HOURS * MINIMUM WAGE) for the requested Case Number and Date Range |
| TOTAL TA WEP | Aggregated amount of TA WEP for the requested Case Number and Date Range |
| TOTAL WEP USED | Aggregated amount of TA WEP credit that has been used for a previous recovery for the requested Case Number and Date Range |
| TOTAL WEP HRS | Aggregated amount of WEP hours for the requested Case Number and Date Range |

WEPICS DATA DISPLAY

| FIELD NAME | DESCRIPTION |
|-------------------|---|
| MONTH/YEAR | Month/Year of the recorded TA WEP participation |
| HH NUM | Number of individuals in the household for this Case Number in the given Month/Year |
| WEP HOURS | Total WEP participation hours for this Case Number, for the given Month/Year |
| MIN WAGE | Minimum wage according to the Month/Year and District |
| TOTAL WEP | Total amount of recorded WEP credit based on total WEP HOURS * minimum wage for that month for this Case Number, for the given Month/Year |
| TA WEP | Amount of TA WEP credit by Case Number that can be applied to a TA recovery for this Case Number, for the given Month/Year |
| TA PMTS | Total amount of recoverable TA Payments for this Case Number, for the given Month/Year |
| WEP USED | The amount of TA WEP credit that has been used for a previous recovery for this Case Number, for the given Month/Year |
| USED BY | Method which TA WEP credit has been used for this Case Number, for the given Month/Year. Values can be LOTRY (Lottery), PERIN (Personal Injury Award), LIEN (Real Property Lien/Mortgage), WINDFL (Inheritance), MULTI (Multiple). When multiple WEP credits are used in the given Month/Year, this field will display MULTI. |
| WEP AVAIL | Total TA WEP credit amount that is available for this Case Number, for the given Month/Year. |

WEPICS FUNCTION KEYS

| FUNCTION KEY | DESCRIPTION |
|---------------------|--|
| F1 – PAGE1 | F1 key will direct user to the first page of report results |
| F2 – NEXT PAGE | F2 key will direct user to the next page of report results. The heading will remain the same |
| F3 – PRVS PAGE | F3 key will direct user to the previous page of report results. The heading will remain the same |
| F4 -CASE DETAILS | F4 key will direct user to the WEPICD screen. |
| F5 - WEPPMN | F5 key will direct user to the WEPPMN screen |

WEPICD - WORK EXPERIENCE PROGRAM CREDIT CASE DETAIL

This screen is accessed by pressing F4 on the WEPICS screen. The screen displays a breakdown of each month's WEP data from WEPICS. This screen will display all active CINs on the case for the given Month/Year and the distribution of the WEP credit data to the individual CINs.

Figure 4

| WEPICD WORK EXPERIENCE PROGRAM CREDIT CASE DETAIL DATE 06/22/20 PAGE: 1 OF 1 | | | | | | | | | |
|--|----------|----------------------|-------------|--------------|-----------|------------------|-------------|------------|--------------|
| | | | DIST:ALBA | | | TOTAL WEP AVBL : | | 408.42 | |
| CASE NAME | | :JOHNNY TEST | | | | TOTAL WEP : | | 471.25 | |
| CASE NO | | :TEST1964 | | | | TOTAL TA WEP : | | 408.42 | |
| DATE RANGE | | : 01/1997 TO 03/2020 | | | | TOTAL WEP USED: | | 0.00 | |
| | | | | | | TOTAL WEP HRS : | | 65 | |
| MONTH/ YEAR | CIN | WEP HOURS | MIN WAGE | TOTAL WEP | TA WEP | TA PMTS | WEP USED | USED BY | WEP AVAIL |
| 06/2013 | AZTEST11 | 000 | 7.25 | 0.00 | 0.00 | 162.50 | 0.00 | | 102.11 |
| 06/2013 | EBTEST22 | 035 | 7.25 | 253.75 | 219.92 | 162.50 | 0.00 | | 102.11 |
| 06/2013 | CDTEST33 | 030 | 7.25 | 217.50 | 188.50 | 162.50 | 0.00 | | 102.11 |
| 06/2013 | JMTEST44 | 000 | 7.25 | 0.00 | 0.00 | 162.50 | 0.00 | | 102.11 |
| F1-PAGE1, F2-NEXT PAGE, F3-PRVS PAGE, F4-CASE LOOKUP, F5-WEPPMN XMIT ^ | | | | | | | | | |

WEPICD DISPLAY HEADING

| FIELD NAME | DESCRIPTION |
|------------|---|
| PAGE | Indicates the current page of results and the total pages returned from the inquiry |
| DIST | District |
| CASE NAME | Case name |
| CASE NO | Case number |
| DATE RANGE | Date range based on user inputs in WEPPMN |

WEPICD SUMMARY DISPLAY (Top Right Corner of Screen)

| FIELD NAME | DESCRIPTION |
|----------------|--|
| TOTAL WEP AVBL | Aggregated amount of TA WEP available for the requested Case Number and Date Range |
| TOTAL WEP | Aggregated amount of TOTAL WEP (WEP HOURS * MINIMUM WAGE) for the requested Case Number and Date Range |
| TOTAL TA WEP | Aggregated amount of TA WEP for the requested Case Number and Date Range |
| TOTAL WEP USED | Aggregated amount of TA WEP credit that has been used for a previous recovery for the requested Case Number and Date Range |
| TOTAL WEP HRS | Aggregated amount of WEP hours for the requested Case Number and Month/Year |

WEPICD DATA DISPLAY

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| MONTH/YEAR | Month/Year of the recorded TA WEP participation |
| CIN | CIN on the Case for the record |
| WEP HOURS | Total recorded WEP participation hours for this CIN, for the given Month/Year |
| MIN WAGE | Minimum wage according to the Month/Year and District |
| TOTAL WEP | Total amount of recorded WEP credit based on total WEP HOURS * minimum wage for that month for this CIN, for the given Month/Year |
| TA WEP | Amount of TA WEP credit by CIN that can be applied to a TA recovery for this CIN/Case Number, for the given Month/Year |
| TA PMTS | Total amount of recoverable TA Payments for this CIN for the given Month/Year |
| WEP USED | Amount of TA WEP credit that has been used for a previous recovery for this CIN, for the given Month/Year |
| USED BY | Method which TA WEP credit has been used for this Case Number, for the given Month/Year. Values can be LOTRY (Lottery), PERIN (Personal Injury Award), LIEN (Real Property Lien/Mortgage), WINDFL (Inheritance), MULTI (Multiple). When multiple WEP credits are used for a given Month/Year, this field will display MULTI. |
| WEP AVAIL | Total TA WEP credit amount that is available for this CIN, for the given Month/Year. |

WEPICD FUNCTION KEYS

| FUNCTION KEY | DESCRIPTION |
|---------------------|--|
| F1 – PAGE1 | F1 key will direct user to the first page of report results |
| F2 – NEXT PAGE | F2 key will direct user to the next page of report results. The heading will remain the same |
| F3 – PRVS PAGE | F3 key will direct the user to the previous page of report results. The heading will remain the same |
| F4 – CASE LOOKUP | F4 key will direct user back to the WEPICS screen |
| F5 - WEPPMN | F5 key will direct user to the WEPPMN screen |

WEPICN - WORK EXPERIENCE PROGRAM CREDIT CIN LOOKUP

This screen is a reference to display TA WEP participation data as it relates to a single CIN and date range within the district conducting the inquiry. If a recipient or former recipient participated in a WEP activity in another case and within the same district, the data will be displayed by date and case number.

Figure 5

| MONTH/ YEAR | CASE NO | WEP HOURS | MIN WAGE | INDV TOT WEP | INDV TA WEP | INDV TA PMTS | WEP USED | USED BY | WEP AVAIL |
|----------------|------------|--------------|-------------|-----------------|----------------|-----------------|-------------|------------|--------------|
| 06/2013 | TESTCASE1 | 030 | 7.25 | 217.50 | 102.10 | 162.50 | 0.00 | | 102.10 |
| 07/2013 | TESTCASE1 | 030 | 7.25 | 217.50 | 102.10 | 162.50 | 0.00 | | 102.10 |
| 10/2018 | TESTCASE1 | 010 | 10.40 | 104.00 | 83.50 | 150.00 | 0.00 | | 83.50 |

WEPICN DISPLAY HEADING

| FIELD NAME | DESCRIPTION |
|------------|---|
| PAGE | Indicates the current page of results and the total pages returned from the inquiry |
| DIST | Name of district submitting the lookup request per logon credentials. Abbreviated to 4 characters |
| NAME | Last name for the CIN selected |
| | First name for the CIN selected |
| | Middle initial for the CIN selected |
| CIN | CIN requested for the report based on user input |
| DATE RANGE | Date range based on user inputs for inquiry request |

WEPICN SUMMARY DISPLAY (Top Right Corner of Screen)

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| TOTAL WEP AVBL | Aggregated amount of TA WEP available for the requested CIN and Date Range |
| TOTAL INDV WEP | Aggregated amount of TOTAL WEP for the requested CIN and Date Range |
| TOTAL INDV TA WEP | Aggregated amount of TA WEP for the requested CIN and Date Range |
| TOTAL WEP USED | Aggregated amount of TA WEP credit that has been used for a previous recovery for the requested CIN and Date Range |
| TOTAL WEP HRS | Aggregated amount of WEP hours for the requested CIN and Month/Year |

WEPICN DATA DISPLAY

| FIELD NAME | DESCRIPTION |
|--------------|--|
| MONTH/YEAR | Month/Year of the recorded TA WEP participation |
| CASE NO | Case number for which the TA WEP participation hours were completed |
| WEP HOURS | Total WEP participation hours that have been recorded for this CIN, for the given Month/Year |
| MIN WAGE | Minimum wage according to the Month/Year and District |
| INDV TOT WEP | Total amount of recorded WEP credit based on total WEP HOURS * minimum wage for that month for this CIN, for the given Month/Year |
| INDV TA WEP | Amount of TA WEP credit by CIN that can be applied to a TA recovery for this CIN/Case Number, for the given Month/Year |
| INDV TA PMTS | Total amount of recoverable TA Payments for this CIN, for the given Month/Year |
| WEP USED | Amount of TA WEP credit that has been used for a previous recovery for this CIN, for the given Month/Year |
| WEP USED BY | Method by which TA WEP credit has been used for this Case Number, for the given Month/Year. Values can be LOTRY (Lottery), PERIN (Personal Injury Award), LIEN (Real Property Lien/Mortgage), WINDFL (Inheritance), MULTI (Multiple). When multiple WEP credits are used in the given Month/Year, this field will display MULTI. |
| WEP AVAIL | TA WEP credit amount that is available for this CIN, for the given Month/Year. |

WEPICN FUNCTION KEYS

| FUNCTION KEY | DESCRIPTION |
|----------------|--|
| F1 – PAGE1 | F1 key will direct user to the first page of report results |
| F2 – NEXT PAGE | F2 key will direct user to the next page of report results. The heading will remain the same |
| F3 – PRVS PAGE | F3 key will direct the user to the previous page of report results. The heading will remain the same |
| F5 - WEPPMN | F5 key will direct user to the WEPPMN screen |

SUMMARY OF NEW WMS SCREEN 28:

| SCREEN NAME | TRANSACTION NAME | PURPOSE |
|---|-------------------------|---|
| Work Experience Program Credit Menu | WEPPMN | Menu for WEP credit screens |
| Work Experience Program Credit Case Lookup | WEPICS | To display WEP credit data by case number and date range |
| Work Experience Program Credit Case Detail* | WEPICD | To display a breakdown of WEP credit data by case number and date range |
| Work Experience Program Credit CIN Lookup | WEPICN | To display WEP credit data by CIN and date range |
| Work Experience Program Credit Case Update | WEPUCS | To record application (use) of WEP credit amount by case number within input date range |
| Work Experience Program Credit CIN Update | WEPUCN | To record application (use) of WEP credit amount by CIN within input date range |

*The Work Experience Program Credit Case Detail (WEPICD) screen is accessible via the Work Experience Program Credit Case Lookup (WEPICS) screen.