

## ETP Codes Desk Guide - CQTRMN Systems Reference Table

CSPREN DATA ENTRY			
TPRC Table	Proj	ETP Project Codes - Descriptions	Related Activity Codes
<b>Located on CSPREN</b>	A	CAO Directed	6 9 11 12 13 14 15 16 18 20 21 24 28 30 31 33 34 35 38 44 48 49
	B	Maximizing Participation Project (MPP)	6 11 12 13 14 15 16 20 23 24 26 28 33 42 46 51 99
	D	EARN	6 9 11 12 13 15 16 18 20 23 24 26 31 33 34 35 36 38 42 46 49 51
	KY	Keystone Education Yields Success (KEYS)	6 11 12 13 14 15 19 20 23 26 31 33 38 48 49 51
	WR	Work Ready	6 15 16 18 20 23 24 26 31 33 34 35 36 38 42 46 49 51 99
	X	Refugee Resettlement	6 9 11 12 13 14 15 16 18 20 21 23 24 26 28 31 32 33 34 35 38 42 46 49 51 99
	Y	ELECT	6 13 18 20 24 26 33 34 35 42 49 51 92
	Z	Special Initiative	6 9 11 12 13 14 15 16 18 20 23 24 26 28 29 32 33 34 35 36 38 42 46 49 51 99
<b>Philly only</b>	NC	Neighborhood Center	6 9 11 12 13 15 16 18 20 23 24 26 31 33 34 35 36 38 42 46 49 51
	P	Pregnant and Parenting Youth (PPY)	6 9 11 12 13 14 15 16 18 23 24 26 33 34 35 38 42 49 51
	PF	EARN Fatherhood	6 9 11 12 13 14 15 16 18 23 24 26 33 34 35 38 42 49 51
	W	Welfare to Work	6 11 12 13 15 16 18 20 23 24 26 33 34 35 38 42 46 49 51
TCGC Table	Code	Indicator Tracking/Compliance/Appeal/Good Cause Codes	Description
<b>Located on CSPREN</b>	45	Compliance Review Process	Compliance
	46	Pending appeal hearing	Appeal
	53	Pending PA 635 (limit 30 days) or reduced participation hours - medical reason	Good Cause
	55	Misc short-term GC not related to child care, medical or domestic violence	Good Cause
	56	Child care arrangements pending - 30 day maximum	Good Cause
	57	Child care is not available (documented with PA 1697)	Good Cause
	58	Domestic Violence	Good Cause
	73	Parent in 2 parent HH caring for child <12 months old	Good Cause
	74	Used to indicate self-initiated Voc-Ed	Indicator Tracking Code
	86	Transportation-related	Indicator Tracking Code
	87	No core activity available for ETP 60 RESET participant (Use w/AC 28 -Continuing Job Search)	Indicator Tracking Code
90	1 parent in 2 parent HH, if second parent meeting hourly work requirement	Good Cause	
TSPR Table	Code	ETP Sub-Project Codes - Descriptions	Project
<b>Located on CSPREN</b>	1	Job Retention	D NC P PF W WP WR X Z
	2	ELECT TANF Student (Entered as 63 in CWDS)	Y
	4	ELECT SNAP Student (Entered as 64 in CWDS)	Y
	5	Family Works (Entered as 65 in CWDS)	Y
	21	EARN (Philadelphia only)	B
	24	Pending SSI	A B
	32	Work Plus	D NC
	39	Centralized Worksite	D NC P PF W WP WR X Z
	41	WCA-IMX	B
	62	Home Health Assessment (ETANF - Philly)	B
	57	ELECT Repeat Pregnancy	Y
	58	ELECT GPA	Y
	72	ABE provided by Vendor	D KY NC P PF W WR X Z
	74	ESL provided by Vendor	D KY NC P PF W WR X Z
76	GED provided by Vendor	D KY NC P PF W WR X Z	
TOCC Table	Code	ETP Sub-Project Outcome Codes - Descriptions	
<b>Located on CSPREN</b>	1	Retention met	
	2	Retention not met	
	3	Completed	
	4	Not completed	
	9	Conversion	
	42	System Closed - Project Terminated	
	I	SSI denied	

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TOCC Table	Code	ETP Sub-Project Outcome Codes - Descriptions Continued
<b>Located on CSPREN</b>	J	SSI approved
	K	Sub-project terminated in CIS; CWDS remains open
	M	Able to work with no limitations - WCA
	N	Severely Impaired/Not able to work/SSI/SSD Candidate - WCA
	O	Temporary impaired or incapable of sustained employment - WCA
	P	Able to work with accommodations - WCA
	Q	Incomplete WCA - participant failed to show for 2 appointments
	R	Incomplete WCA - client approved for SSI/SSDI
	S	Incomplete WCA - closed at request of WCA/MPP coordinator
	U	Significant impairment/may be SSI/SSD candidate - WCA
<b>Philly only</b>	V	Home Health Assessment - Participation and Employment Track
	W	Home Health Assessment - SSI Track
	X	Home Health Assessment - Assessment & Treatment phase
TRRC	Code	ETP Project Referral Rejection Codes - Descriptions
<b>Located on CSPREN</b>	1	Failed to Report
	2	Refused to Cooperate
	3	All slots filled
	4	System rejection -no operator action within 15 days
	5	Other
	6	System rejection-individual or case closed or ETP code change
	7	Withdraws from MPP (Maximizing Participation Project)
	8	FW - existing active Preliminary Screen in CWDS
	9	No Action by MPP Contractor (PHILADELPHIA ONLY)
	K	Project terminated in CIS. CWDS remains open
	S	Rejected - recommended MPP referral
	T	Referred in error
TTRC Table	Code	ETP Project Term Codes - Descriptions
<b>Located on CSPREN</b>	1	Employment 20 hours/week or greater
	2	Income from OJT/PWE
	3	Withdraws/terminates without good cause
	4	Withdraws/terminates with good cause
	5	Completed AMR/EDP/EDRP activities-no employment
	6	CIS terminates (client closed or exempted from ETP)
	7	Other
	8	Employment 30 hours/week or greater
	9	Conversion
	E	Completed-Barrier resolved (MPP)
	G	Terminated-Barrier not resolved (MPP)
	J	Terminated-SSI approved (MPP)
	K	Project terminated in CIS. CWDS remains open
	L	CAO determined ineligible for Family Works
	P	Termination beyond vendor control-see master guidelines(CWDS)
	R	Expiration of 45 Day Hold period
	S	Terminated-recommend MPP referral

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CSIETP DATA ENTRY			
TECA Table	Code	Activity Codes - Descriptions	C = Core; N = NONCORE; O = Other - No WPR credit hours
<b>Located on CSIETP</b>	6	Providing child care for a community services participant (TANF core-activity)	C
	9	SNAP Assessment/EDP-SNAP assessment for employability and development of an EDP	O
	11	English as a second language (ESL) - as part of a skills training or job search plan	O
	12	Adult Basic Education/Literacy (ABE) education to increase literacy/numeracy levels	O
	13	General Equivalency Diploma (GED) part of a skills training or job search plan	C
	14	TANF only - enrolled in a Community College (CC) in PA	C
	15	SNAP only - enrolled in any type of Post-Secondary Education	O
	16	TANF only - enrolled in Post-Secondary Education - 2 or 4 yr college other than PA CC or CC outside	C
	18	Satisfactory attendance in Secondary School/GED (TANF core-activity if individual < age 22)	C
	19	KEYS Program only - Exception Enrollment (CWDS Data Entry)	O
	20	Community Service - Non paid work at government agency or non-profit organization	C
	21	Workfare-Non-paid work experience at government or non-profit organization(see CQWORK)	C
	22	On-the-Job Training (OJT) - Work experience combining subsidized work with training	C
	23	Subsidized Employment - Employed with an employer (full or part time). Wages subsidized by E&T contractor for a set period of time	C
	24	Skill/Vocational Training - Time-limited TANF core activity. Vocational/technical training which provides specific occupational skills needed in the current job market	C - time limited (12/mo lifetime)
	26	Paid Work Experience (PWE) Contractor-paid work activity -typically not more than 6 months	C
	28	Job Search/Prep/Training and Ongoing Job Search when AC 42/44 have been exhausted	O
	29	Internship - (SNAP only)	O
	30	Income-in-kind (shelter or other benefits provided at no charge in return for services rendered)	C
	31	Work Study - Paid employment subsidized by Federal or State work study program	C
	32	AmeriCorps VISTA - National volunteer service program - 1 year & 40 hr/wk commitment	C
	33	Unsubsidized Employment - employment w/no subsidy from E&T contractor, etc.	C
	34	Voc Education - for a client without a high school diploma or GED (TANF non-core)	N
	35	Voc education - for a client with a high school diploma or GED (TANF non-core)	N
	36	WESOD - Paid Work Experience State Office Demonstration - sites located at Bucks, Chester,	C
	38	Skills Training directly related to employment (TANF)	N
	42	Contractor-Directed Job Search/Prep-training. Time-limited core activity	C - time limited (time combined with AC 44/49)
	44	CAO-Directed Job Search/Prep training. Time-limited core activity Includes resume writing, seeking	C - time limited (time combined with AC 42/49)
	46	Contractor-directed 60-day SNAP Job Search (time combined with AC 48)	O
	48	CAO-directed 60-day SNAP Job Search (time combined with AC 46)	O
	49	Rehabilitative Services - participation in substance abuse, mental health, other rehab services	C - time limited (time combined with AC 42/44)
	51	Vocation Specific Work Experience (VWE)Contractor-paid work activity related to education	C
	92	Case management provided to ELECT students	O
99	Barrier remediation (MPP program)	O	

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OTHER CIS DATA ENTRY			
TEST Table	Code	Employment Status Codes - Descriptions	
<b>Located on CAEMPL</b>	1	No work history	
	2	Unemployed - no work history within last 12 months	
	3	Unemployed - work history within last 12 months	
	4	Unemployed on the job training	
	5	Full-time employment	
	6	Part-time employment 100 hours per month or more	
	7	Part-time employment less than 100 hours per month (unemployed)	
	8	Refused to comply with employment regulations	
	9	Same as 6, but each 2 previous months < 100 hrs-next month < 100 hrs (unemployed)	
	10	Self-employed	
	11	Participates in work study program	
	12	Participates in VISTA volunteer program	
	13	Part-time self-employment	
TETP Table	Code	ETP Status Codes - Descriptions	Program
<b>Located on CAINDA</b>	1	Under age 16	SNAP
	2	60 years old or older	SNAP
	3	Ill/incapacitated, includes physically or mentally unfit for employment, including individuals claiming Domestic Violence or those referred to or are participating in drug & alcohol program	SNAP
	4	Needed in home to care for ill or incapacitated HH member	SNAP
	6	Full Time VISTA volunteer (Title I DVSA)	SNAP
	10	Verified pregnancy in second or third trimester	SNAP
	12	Non-exempt (30) or voluntary (40) under C or U category	SNAP
	13	Age 16 - 17 and not head of Short enrolled in employment/training program at least 1/2 time or attends	SNAP
	14	Applied for or is receiving unemployment compensation	SNAP
	15	Expected to return to work within 60 days	SNAP
	16	Homeless	SNAP
	17	Weekly earnings of at least minimum wage times 30 or works over 30 hours per week	SNAP
	18	Cares for child under age 6	SNAP
	19	Travel time is 2 or more hours from employ/Education and/or training site	SNAP
	20	Enrolled in school or training at least half time	SNAP
	21	Migrant/seasonal farm worker with employment/crew chief contract to begin work within 30 days	SNAP
	22	All Medical/SSI categories and B regardless of age	MA/SSI/B
	23	Receiving expedited SNAP only and meets no exemption code	Exp SNAP
	30	Non-exempt	SNAP
	40	Exempt but volunteers	SNAP
	51	Under age 18 - pursuing a high school dip or GED or not of HS age	Cash
	52	Newborn Exemption: Single custodial parent w/child under 12 months for a maximum of 12 months	Cash
	53	Medical Exemption-Verified physical/mental disability that precludes employment (documented w/PA	Cash
	54	Caring for a disabled family member - exemption (documented w/PA 1820)	Cash
	60	Non-exempt (Mandatory E&T participant)	Cash
	61	Volunteer (Use only when referring an ETP 51 to the ELECT program)	Cash
	70	Family Works participant	MA/SC
	71	Family Works SC/MA participant code 70	SNAP
72	Family Works child/adult ages < 12 > 64	SC	

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TTTE Table	Code	ETANF and Time Out Codes - Description
<b>CATIME &amp; CATEXT</b>	30	ETANF, 2nd person generic
	31	ETANF, MPP Track 2
	32	ETANF, WPP Track 5
	33	ETANF, JRARRE Track 6
	34	ETANF Deferred Track 3
	35	ETANF, Compliance Tracks 4 & 7
	38	ETANF, Domestic Violence good cause waiver
	39	ETANF, Domestic Violence, 2nd person generic
	46	Transitional Cash Assistance (TCA)
	71	Working 30 hours per week
	72	Work minimum 20 hours/week, engaged in training 10 hours/work; total 30 hours/week
	73	Two parent family working at least 55 hours per week
	74	8 week job search comp-enrolled in E&T program at least 30hr/wk
	75	Exempt volunteer enrolled in MPP
	76	Kinship caregiver, no children of own on TANF, long term caregiver
	77	Victim of family violence
	82	2nd parent in 2 parent C budget w/1st parent qualifying for Time Out
	83	Kinship caregiver/foster/OCYF placement/no TANF child of own
	90	ETANF, TANF day count > 1830
	99	Reserved