

Philadelphia Workforce Development Corporation

Transitional Workforce Division

OPERATIONS MEMORANDUM #7.2.12.01

TO: TWD Contractors

FROM: Daisy Rosa, Sr. Vice President, Transitional Workforce Division

RE: CWDS Coding for SNAP-only Customers in Ongoing Job Search

DATE: Monday, July 18, 2011

Purpose

This memo provides a correction to the Master Guidelines regarding the CWDS coding for the ongoing job search activity of SNAP-only customers.

Background

During the recently closed contract year 2010 – 2011 the Master Guidelines indicated the use of activity code 46, for the first 60 days of enrollment, and code 28, for ongoing engagement beyond the initial 60 days, for SNAP-only customers engaged in job search.

Code 28 was for use with customers in the Work Support Component which has ended with the close of the contract year; therefore, code 28 should no longer be used.

BETP has indicated to PWDC that as of July 1, 2011 code 48 should be used for ongoing job search instead of code 28 for SNAP-only customers and that any previous communication indicating otherwise is in error.

Procedure

Service providers should immediately close all activity 28 cases to 6/30/2011 and open activity code 48, effective July 1, 2011.

Please contact Melissa Rivera at 215.963.2108 or merivera@pwdc.org with any questions regarding this policy.