



RICHARD J. RIORDAN
MAYOR

Date: JUL 03 2001

To: All Welfare-to-Work Contractors

From: Ann Giagni, Director
Workforce Development Division

Subject: Welfare-to-Work Directive No. 01-60
NEW FOLLOW-UP INFORMATION FORM (EWFF) POLICY

The purpose of this directive is to provide Welfare-to-Work (WtW) contractors with amended Follow-Up Information form (EWFF) reporting requirements. The old policy required contractors to submit 30 day, 60 day, 13 week and 6 month EWFFs per enrollment record. This policy was initially implemented in order to encourage ongoing caseworker and participant contact.

The policy is being revised to allow the City to track and report WtW performance. One of the WtW performance measures requires the tracking of participants still active in the workforce during the 6-month period following their first unsubsidized job placement. Therefore, **effective immediately, all WtW contractors are required to submit a 6-month EWFF one time**, as follow up information to each participant's first unsubsidized job placement. Attached is an abbreviated set of line-item instructions to facilitate this reporting process. Please note that while instructions are provided only for the critical fields, all data fields on the form must be completed.

Any questions regarding this directive may be directed to Robert Cook at (213) 473-4367 or Susan Paiso at (213) 485-5723.

AG:MC:VV:MB:RC

CC: WtW Operations

Attachment

<u>Field</u>	<u>Line Item Instructions</u>
07 Labor Force Status	Indicate the <i>current</i> status of the participant as of the date the form is filled out (which must be on or after six months after their first unsubsidized employment).
09 Employed at all	Indicate whether the participant is <i>currently</i> employed.
10 Weeks Employed	Report the number of weeks the participant has been employed during the six-month period. If the participant worked for two or more employers during this period, add the total number of weeks from all employers.
11 With Same Employer	Indicate whether or not the participant is still employed by their first unsubsidized employer.
12 Actual Hours Worked	Record the number of hours the participant has been employed during the six-month period. If the participant worked for two or more employers during this period, add the total number of hours from all employers.
13 Wage Increase	Indicate whether or not the participant's wages increased during the six-month follow-up period.
14 Wage Increase Amt.	<i>If the answer to #13 was Yes</i> , calculate the current participant hourly wage minus the initial hourly wage at the start of the first unsubsidized employment and enter it in this field.
15-22	These fields should correspond to the first unsubsidized employer , and can be copied directly from that employment record.