

HUD Standards for Success Pilot

Data Collection: Participant Financial and Employment Data Elements

Virtual Conference

March 22, 2017

Today's Presenter

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StrategyGen



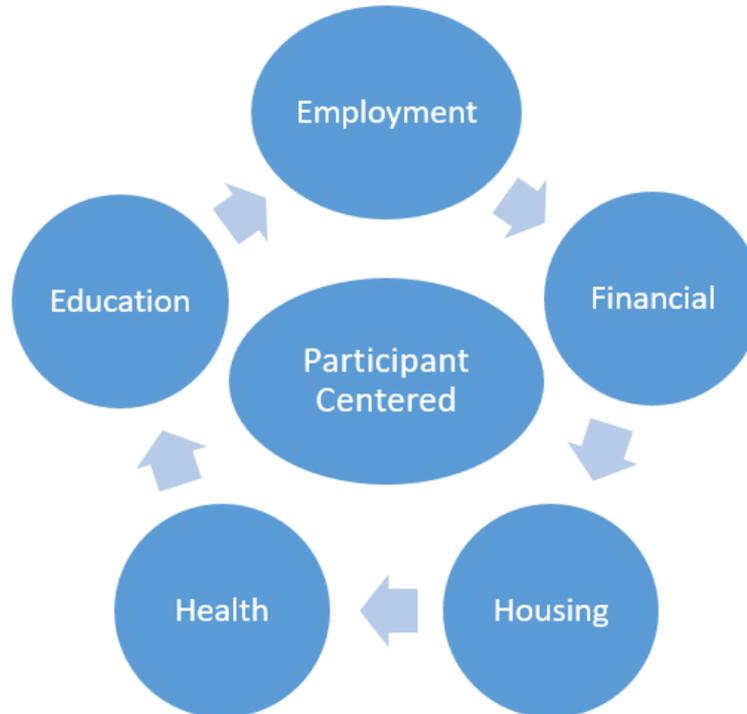
Objectives of Session

1. Increase understanding of data integrity and collection
 - a. Participant Financial data elements
 - b. Participant Employment data elements
2. Review reference resources
3. Answer questions

Background

Participant Centered Data Elements

Focus Areas for Participant Self Sufficiency



Grant Award Data Elements

Participant Descriptive Data Elements

Grant Award Data Elements - General

- All Grant Award data elements apply to all grants.

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

- Information entered once for each award year
- Notice of Award is source for information
- Information may be automatically populated by your data management tool.

Participant Descriptive Data Elements

- All Participant Descriptive data elements apply to all grants.

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

- In general, Participant Descriptive data is collected at intake.
- Capture the Data Collection Date for *every* piece of information you gather for Participants.
- Personal identifiable information (PII) is not reported to HUD.

Participant Financial Data Elements

Financial Data Elements - List

Data Element	Description
Financial Account Creation Code	Participant has a financial account
Financial Account Creation Service Code	Participant received services to create a financial account
Social Security Disability Insurance (SSDI) Code	Participant received Social Security Disability Insurance (SSDI)
Supplemental Security Income	Participant received Supplemental Security Income (SSI)
Household Annual Gross Income Amount	Household's self-reported annual gross income
Household Housing Cost Amount	Participant's monthly household housing costs

Data Element	Description
Household Transportation Cost Amount	Household's average monthly transportation costs
Financial Education Service Code	Participant received financial management assistance
Earned Income Tax Credit Recipient Code	Participant received an Earned Income Tax Credit (EITC)
Tax Preparation Service Code	Participant received tax preparation services
Legal Assistance Service Code	Participant received legal assistance
Legal Assistance Type Service Code	Type of legal assistance Participant received

Data Elements – Quick Reference Sheets



Standards for Success

ROSS Data Elements



This checklist assists R for Standards for Success



Standards for Success

HOPWA Data Elements



Participant Description

- [Redacted]
- Person Identifier
- Household Identifier
- Data Collection Date
- Age
- Gender Code
- Ethnicity Code
- Race Code
- Head of Household Code
- Veteran Status Code
- Service Start Date
- Service End Date

This checklist assists H collect for Standards for Success



Standards for Success

MFSC & B-b Funding Service Coordinators Data Elements



Participant Description

- [Redacted]
- Person Identifier
- Household Identifier
- Data Collection Date
- Age
- Gender Code
- Ethnicity Code
- Race Code
- Head of Household Code
- Veteran Status Code
- Service Start Date
- Service End Date

This checklist assists MFSC and B-b Funding Service Coordinators to identify all the relevant data elements to collect for Standards for Success.

Participant Description

<input checked="" type="checkbox"/> [Redacted]	Data Element	Manual Page ¹
<input type="checkbox"/>	Person Identifier (Participant-ID)	20
<input type="checkbox"/>	Household Identifier	21
<input type="checkbox"/>	Data Collection Date	22
<input type="checkbox"/>	Age	23
<input type="checkbox"/>	Gender Code	24
<input type="checkbox"/>	Ethnicity Code	25
<input type="checkbox"/>	Race Code	26
<input type="checkbox"/>	Head of Household Code	27
<input type="checkbox"/>	Veteran Status Code	28
<input type="checkbox"/>	Service Start Date	29
<input type="checkbox"/>	Service End Date	31

Data Elements – Shortcuts



Standards for Success
ROSS Data Elements



This shortcut assists R

- Relevant data e
- Questions for g
- Possible respon



Standards for Success
HOPWA Data Elements



Participant Descri

Data Element
Person Identifier
(Participant-ID)

Household Identifier
Data Collection Date
Age

Gender Code

Ethnicity Code

¹ Manual Page refers to the p

HUD Data Integrity Shortcu

This shortcut assists HOPW

- Relevant data eleme
- Questions for gather
- Possible response o

Participant Descriptio

Data Element
Person Identifier
(Participant-ID)

Household Identifier
Data Collection Date
Age

Gender Code

Ethnicity Code

¹ Manual Page refers to the page nu

HUD Data Integrity Shortcuts



Standards for Success

MFSC & B-b Funding Service Coordinator Data Elements



This shortcut assists MFSC and B-b Funding Service Coordinators Grantees to identify:

- Relevant data elements to collect;
- Questions for gathering information for the data element; and
- Possible response options.

Participant Description

Data Element	Question	Response Options	Manual Page ¹
Person Identifier (Participant-ID)	What is the Participant's Person Identifier?	Number	20
Household Identifier	What is the Participant's Household Identifier?	Alpha-Numeric Identifier	21
Data Collection Date	What is the Data Collection Date?	Select Date from Calendar Dropdown	22
Age	How old are you?	Number	23
Gender Code	With what gender do you identify?	1 = Male. 2 = Female. 3 = Transgendered Male to Female. 4 = Transgendered Female to Male. 5 = Other. 88 = Individual refused. 99 = Individual does not know.	24
Ethnicity Code	Are you Hispanic/Latino?	1 = Hispanic/Latino. 2 = Not Hispanic/Latino. 88 = Individual refused. 99 = Individual does not know.	25

¹ Manual Page refers to the page number of the HUD Data Integrity Reference Manual



Tax Preparation Service Code

Title: Tax Preparation Service Code
Question: Did the Participant receive tax preparation services?
Focus Area: Financial
PRLI Fixed ID: 70

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	N	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Tax Preparation Service Code

✓ Select

1 = Received service directly through the grant.
 2 = Received service through grant-facilitated referral.
 3 = Both 1 and 2.
 N/A

Hypothetical Participant - Michael



North Carolina resident - 36 years old

- Single father of two children
- Employed
- Does not receive disability insurance
- Household Annual Gross Income - \$15,360
- Household Housing Costs - \$600 per month
- Household Transportation Costs \$367 per month

Financial Account Creation Code

Title: Financial Account Creation Code

Question: Do you have a checking or savings account, IDA account, or FSS escrow account?

Focus Area: Financial

PRLI Fixed ID: 24

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	N	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Financial Account Creation Code	
Select	
1 =	Individual has a checking or savings account.
2 =	Individual has an IDA.
3 =	The individual has an FSS escrow account.
88 =	Individual refused.
99 =	Individual does not know.
	N/A

Financial Account Creation Code

Title: Financial Account Creation Code

Question: Do you have a checking or savings account, IDA account, or FSS escrow account?

Focus Area: Financial

PRLI Fixed ID: 24

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	N	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Financial Account Creation Code

Select

- 1 = Individual has a checking or savings account.
- 2 = Individual has an IDA.
- 3 = The individual has an FSS escrow account.
- 88 = Individual refused.
- 99 = Individual does not know.
- N/A

Financial Account Creation Service Code

Title: Financial Account Creation Service Code
Question: Did Participant receive services to create a financial account?
Focus Area: Financial
PRLI Fixed ID: 71

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	N	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Financial Account Creation Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.

Financial Account Creation Service Code

Title: Financial Account Creation Service Code
Question: Did Participant receive services to create a financial account?
Focus Area: Financial
PRLI Fixed ID: 71

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	N	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Financial Account Creation Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.

Social Security Disability Insurance (SSDI) Code and Supplemental Security Income (SSI) Code

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Social Security Disability Insurance
<ul style="list-style-type: none"> • Participants who have a disability and meet Social Security Administration’s medical criteria • Pays benefits to Participants and certain members of their families if the Participant is "insured," meaning that the Participant worked long enough and paid Social Security taxes

Supplemental Security Income
<ul style="list-style-type: none"> • Participants who have a disability and meet Social Security Administration’s medical criteria • Pays benefits based on financial need • Funded by general tax revenues (not Social Security taxes)

Household Annual Gross Income Amount

Title: Household Annual Gross Income Amount
Question: What is your household's estimated annual income before taxes or other deductions?
Focus Area: Financial
PRLI Fixed ID: 49

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Household Annual Gross Income Amount

Enter

Dollar amount in whole dollars
N/A

Household Annual Gross Income Amount

Income	7	Wages, salaries, tips, etc. Attach Form(s) W-2	7			
	8a	Taxable interest. Attach Schedule B if required	8a			
		b Tax-exempt interest. Do not include on line 8a	8b			
	9a	Ordinary dividends. Attach Schedule B if required	9a			
		b Qualified dividends	9b			
	10	Taxable refunds, credits, or offsets of state and local income taxes	10			
	11	Alimony received	11			
	12	Business income or (loss). Attach Schedule C or C-EZ	12			
	13	Capital gain or (loss). Attach Schedule D if required. If not required, check here <input type="checkbox"/>	13			
	14	Other gains or (losses). Attach Form 4797	14			
		15a IRA distributions	15a		b Taxable amount	
		16a Pensions and annuities	16a		b Taxable amount	
	17	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E	17			
	18	Farm income or (loss). Attach Schedule F	18			
	19	Unemployment compensation	19			
		20a Social security benefits	20a		b Taxable amount	
	21	Other income. List type and amount	21			
	22	Combine the amounts in the far right column for lines 7 through 21. This is your total income ▶	22			
	Adjusted Gross Income	23	Educator expenses	23		
		24	Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106 or 2106-EZ	24		
		25	Health savings account deduction. Attach Form 8889	25		
		26	Moving expenses. Attach Form 3903	26		
27		Deductible part of self-employment tax. Attach Schedule SE	27			
28		Self-employed SEP, SIMPLE, and qualified plans	28			
29		Self-employed health insurance deduction	29			
30		Penalty on early withdrawal of savings	30			
		31a Alimony paid b Recipient's SSN ▶	31a			
32		IRA deduction	32			
33		Student loan interest deduction	33			
34		Tuition and fees. Attach Form 8917	34			
35		Domestic production activities deduction. Attach Form 8903	35			
36		Add lines 23 through 35	36			
		37 Subtract line 36 from line 22. This is your adjusted gross income ▶	37			

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 11320B

Form **1040** (2016)

Household Annual Gross Income Amount

Title: Household Annual Gross Income Amount
Question: What is your household's estimated annual income before taxes or other deductions?
Focus Area: Financial
PRLI Fixed ID: 49

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Household Annual Gross Income Amount

Household Housing Cost Amount

- Housing costs are the average amount for one month, based on those costs from the prior twelve (12) months
- Housing costs include:
 - Rent or mortgage;
 - Utilities (electricity, water and sewage);
 - Repairs and maintenance;
 - Other homeowner fees; and
 - Property taxes.

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y



Household Housing Cost Amount

- Housing costs are the average amount for one month, based on those costs from the prior twelve (12) months
- Housing costs include:
 - Rent or mortgage;
 - Utilities (electricity, water and sewage);
 - Repairs and maintenance;
 - Other homeowner fees; and
 - Property taxes.



Household Housing Cost Amount
Enter
\$600

Household Transportation Cost Amount

- Transportation costs are the average amount for one month, based on those costs from the prior twelve (12) months
- Transportation costs include:
 - Payments for loans for vehicles;
 - Vehicle insurance, taxes, and registration;
 - Gasoline;
 - Repairs and maintenance;
 - Parking; and
 - Public transportation.
- Costs are for regularly occurring transportation and do not include costs for vacations and other rare instances of travel

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y



Household Transportation Cost Amount

- Transportation costs are the average amount for one month, based on those costs from the prior twelve (12) months
- Transportation costs include:
 - Payments for loans for vehicles;
 - Vehicle insurance, taxes, and registration;
 - Gasoline;
 - Repairs and maintenance;
 - Parking; and
 - Public transportation.
- Costs are for regularly occurring transportation and do not include costs for vacations and other rare instances of travel



Household Transportation Cost Amount
<input type="text" value="Enter"/>
<input type="text" value="\$367"/>

Financial Education Service Code

Title: Financial Education Service Code
Question: Did the Participant receive financial education services?
Purpose: Outcome
PRLI Fixed ID: 74

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Financial Education Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.
- N/A

Financial Education Service Code

Title:

Question:

Purpose:

PRLI Fixed ID: 74

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Financial Education Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.
- N/A

Earned Income Tax Credit Recipient Code

Payments If you have a qualifying child, attach Schedule EIC.	64	Federal income tax withheld from Forms W-2 and 1099	64		
	65	2016 estimated tax payments and amount applied from 2015 return	65		
	66a	Earned income credit (EIC)	66a		
	b	Nontaxable combat pay election 66b			
	67	Additional child tax credit. Attach Schedule 8812	67		
	68	American opportunity credit from Form 8863, line 8	68		
	69	Net premium tax credit. Attach Form 8962	69		
	70	Amount paid with request for extension to file	70		
	71	Excess social security and tier 1 RRTA tax withheld	71		
	72	Credit for federal tax on fuels. Attach Form 4136	72		
73	Credits from Form: a <input type="checkbox"/> 2439 b <input type="checkbox"/> Reserved c <input type="checkbox"/> 8885 d <input type="checkbox"/>	73			
	74	Add lines 64, 65, 66a, and 67 through 73. These are your total payments ▶	74		
Refund Direct deposit? ▶ See instructions.	75	If line 74 is more than line 63, subtract line 63 from line 74. This is the amount you overpaid	75		
	76a	Amount of line 75 you want refunded to you . If Form 8888 is attached, check here . ▶ <input type="checkbox"/>	76a		
	b	Routing number	c Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	d	Account number			
	77	Amount of line 75 you want applied to your 2017 estimated tax ▶	77		
Amount You Owe	78	Amount you owe . Subtract line 74 from line 63. For details on how to pay, see instructions ▶	78		
	79	Estimated tax penalty (see instructions)	79		
Third Party Designee	Do you want to allow another person to discuss this return with the IRS (see instructions)? <input type="checkbox"/> Yes . Complete below. <input type="checkbox"/> No				
	Designee's name ▶	Phone no. ▶	Personal identification number (PIN) ▶		
Sign Here	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and accurately list all amounts and sources of income I received during the tax year. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.				
	Your signature	Date	Your occupation	Daytime phone number	

Earned Income Tax Credit Recipient Code

Title: Earned Income Tax Credit Recipient Code
Question: Did you receive an Earned Income Tax Credit for the most recent tax year?
Focus Area: Financial
PRLI Fixed ID: 23

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	N	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Earned Income Tax Credit Recipient Code

Select

1 = Individual reported receipt of the EITC in most recent tax year.

2 = Individual reported no receipt of the EITC in most recent tax year.

88 = Individual refused.

99 = Individual does not know.

N/A

Legal Assistance Service Code

Title: Legal Assistance Service Code
Question: Did the Participant receive legal assistance services?
Focus Area: Financial
PRLI Fixed ID: 72

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Legal Assistance Service Code

Select

- 1 = Received service directly through the grant.
- 2 = Received service through grant-facilitated referral.
- 3 = Both 1 and 2.
- N/A

Legal Assistance Type Service Code

Title: Legal Assistance Type Service Code
Question: If the Participant received legal assistance, what type of legal assistance did Participant receive?
Focus Area: Financial
PRLI Fixed ID: 73

Applies to Grants:			
202	Y	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	N

Legal Assistance Type Service Code

Select

- 1 = Will preparation, advanced directives, end of life decisions
- 2 = ID theft and credit issues
- 3 = Foreclosure prevention
- 4 = Eviction prevention
- 5 = Custody, divorce and child support
- 6 = Fair housing assistance
- 7 = Assistance to victims of domestic violence
- 8 = Expunging criminal records
- 9 = Other
- N/A

Participant Employment Data Elements

Participant Employment Data Elements - List

Title	Description
Employment Status Code	Participant's employment status
Employment Type Status Code	Full-time or part-time employment
Entered Employment Date	Participant's employment start date
Occupation Code	Occupation description identification
Monthly Paid Earnings Amount	Participant's gross monthly earnings
Career Guidance Service Code	Participant received career guidance services

Title	Description
Occupational Skills Training (OST) Service Code	Participant received Occupational Skills Training
Work Readiness Assistance Service Code	Participant received work readiness assistance
Self-Directed Job Search Assistance Service Code	Participant received self-directed job search activities
Job Development Service Code	Participant received job development services
Job Retention Service Code	Participant received job retention services

Participant Employment Data Elements

Employed

Employment Type Status Code

Entered Employment Date

Occupation Code

Monthly Paid Earnings Amount

Job Retention Service Code

Employed and Not Employed

Career Guidance Service Code

Work Readiness Assistance Service Code

Self-Directed Job Search Assistance
Code

Occupational Skills Training (OST)
Service Code

Job Development Service Code

Hypothetical Participant – Michael (Part 2)



- Currently employed as a cook in a restaurant
- Full-time employment
- First date of most recent employment – 11/19/2016
- Earnings from employment - \$1,280 per month
- Received training to be successful in work environment

Employment Status Code

Title: Employment Status Code

Question: Did you work for pay during the prior four (4) weeks, even if it was only for a few hours?

Focus Area: Employment

PRLI Fixed ID: 44

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Employment Status Code

Select

- 1 = Employed.
- 2 = Not employed at any time in the last month and actively seeking work.
- 3 = Not employed at any time in the last month and not actively seeking work.
- 88= Individual refused.
- 99= Individual does not know.
- N/A

Employment Status Code

Title: Employment Status Code
Question: Did you work for pay during the prior four (4) weeks, even if it was only for a few hours?
Focus Area: Employment
PRLI Fixed ID: 44

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Employment Status Code

Select

1 = Employed.

2 = Not employed at any time in the last month and actively seeking work.

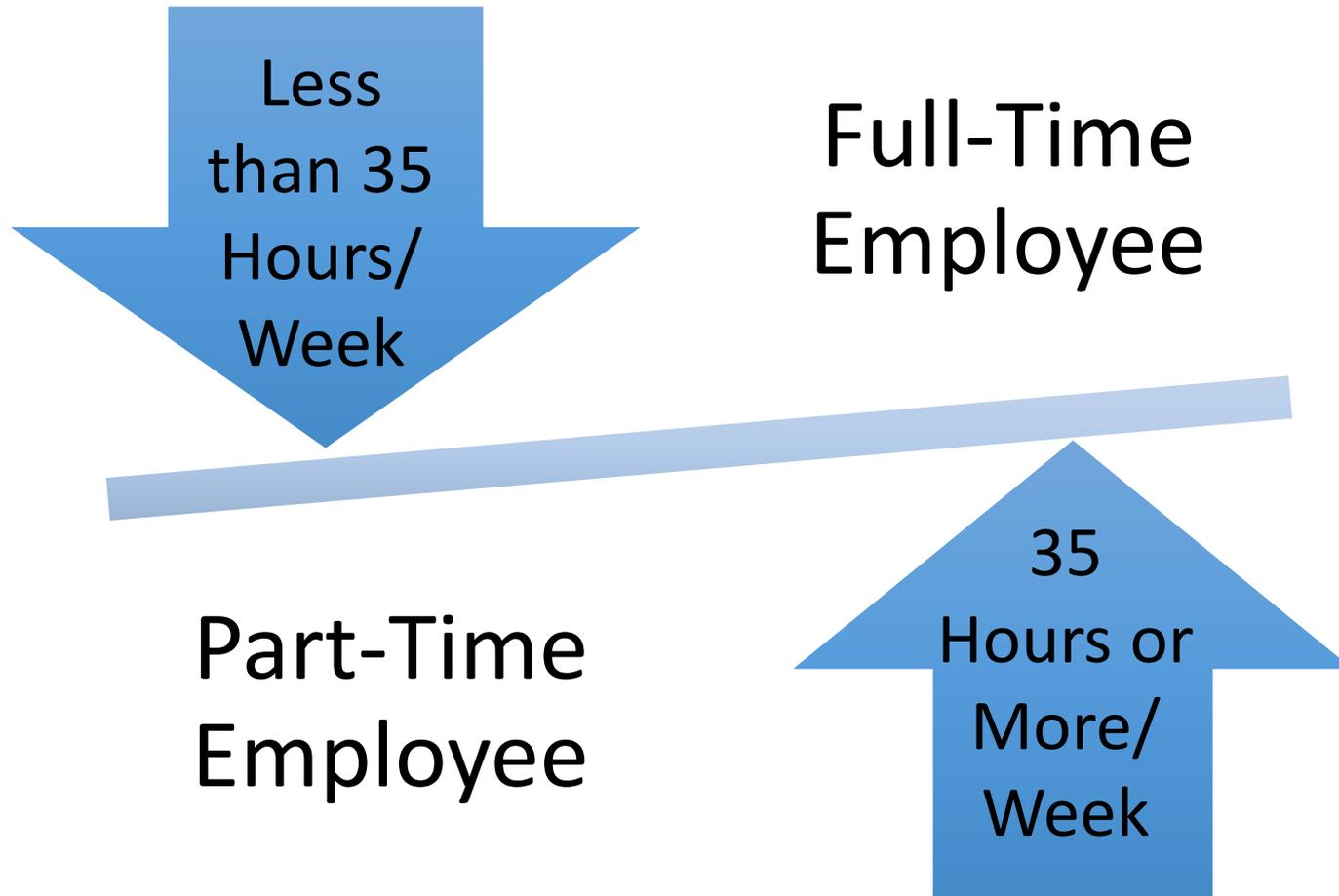
3 = Not employed at any time in the last month and not actively seeking work.

88= Individual refused.

99= Individual does not know.

N/A

Employment Type Status Code



Employment Type Status Code

Title: Employment Type Status Code

Question: Were you scheduled to work or did you work more than 35 hours per week in the prior four (4) weeks?

Focus Area: Employment

PRLI Fixed ID: 45

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Employment Type Status Code

Select

- 1 = Full-time worker employed in the last month.
- 2 = Part-time worker employed in the last month.
- 88= Individual refused.
- 99= Individual does not know.
- N/A

Entered Employment Date

Title: Entered Employment Date
Question: What date did you most recently begin working at your current place of employment?
Focus Area: Employment
PRLI Fixed ID: 46

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Entered Employment Date

◀
November ▼
▶

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

2015
2016
2017

Entered Employment Date

Title: Entered Employment Date
Question: What date did you most recently begin working at your current place of employment?
Focus Area: Employment
PRLI Fixed ID: 46

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Entered Employment Date

November ▾

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

2015 2016 2017

Occupation Code

Title: Occupation Code
Question: What kind of job do you have?
Focus Area: Employment
PRLI Fixed ID: 47

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	Y

Occupation Code	
Select	
1 =	Management Occupations
2 =	Business and Financial Operations Occupations
3 =	Computer, Engineering, and Science Occupations
4 =	Education, Legal, Community Service, Arts, and Media Occupations
5 =	Healthcare Practitioners and Technical Occupations
6 =	Healthcare Support Occupations
7 =	Protective Service Occupations
8 =	Food Preparation and Serving Related Occupations
9 =	Building and Grounds Cleaning and Maintenance Occupations
10 =	Personal Care and Service Occupations
11 =	Sales and Related Occupations
12 =	Office and Administrative Support Occupations
13 =	Farming, Fishing, and Forestry Occupations
14 =	Construction and Extraction Occupations
15 =	Installation, Maintenance, and Repair Occupations
16 =	Production Occupations
17 =	Transportation and Material Moving Occupations
88 =	Individual refused.
99 =	Individual does not know.
	N/A

Standard Occupational Classifications; https://www.bls.gov/SOC/soc_2010_definitions.pdf

Occupation Code

- Types of Occupation Codes (Source: Standard Occupational Classifications (SOC)) include:
 - Food Preparation and Serving Related Occupations
 - Supervisors of Food Preparation and Serving Workers
 - Cooks and Food Preparation Workers
 - Food and Beverage Serving Workers
 - Other Food Preparation and Serving Related Workers
 - Building and Grounds Cleaning and Maintenance Occupations
 - Supervisors of Building and Grounds Clearing and Maintenance Workers
 - Building Clearing and Pest Control Workers
 - Grounds Maintenance Workers
 - Personal Care and Service Occupations
 - Supervisors of Personal Care and Service Workers
 - Animal Care and Service Workers
 - Entertainment Attendants and Related Workers
 - Funeral Service Workers
 - Personal Appearance Workers
 - Baggage Porters, Bellhops, and Concierges
 - Tour and Travel Guides
 - Other Personal Care and Service Workers

Example From Manual

Occupation Code

- Types of Occupation Codes (Source: Standard Occupational Classifications (SOC)) include:

- **Food Preparation and Serving Related Occupations**

- Supervisors of Food Preparation and Serving Workers
- Cooks and Food Preparation Workers
- Food and Beverage Serving Workers
- Other Food Preparation and Serving Related Workers

- Building and Grounds Cleaning and Maintenance Occupations

- Supervisors of Building and Grounds Clearing and Maintenance Workers
- Building Clearing and Pest Control Workers
- Grounds Maintenance Workers

- Personal Care and Service Occupations

- Supervisors of Personal Care and Service Workers
- Animal Care and Service Workers
- Entertainment Attendants and Related Workers
- Funeral Service Workers
- Personal Appearance Workers
- Baggage Porters, Bellhops, and Concierges
- Tour and Travel Guides
- Other Personal Care and Service Workers

Example From Manual

Occupation Code

Title: Occupation Code
 Question: What kind of job do you have?
 Focus Area: Employment
 PRLI Fixed ID: 47

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	Y

Occupation Code

Select

- 1 = Management Occupations
- 2 = Business and Financial Operations Occupations
- 3 = Computer, Engineering, and Science Occupations
- 4 = Education, Legal, Community Service, Arts, and Media Occupations
- 5 = Healthcare Practitioners and Technical Occupations
- 6 = Healthcare Support Occupations
- 7 = Protective Service Occupations
- 8 = Food Preparation and Serving Related Occupations
- 9 = Building and Grounds Cleaning and Maintenance Occupations
- 10 = Personal Care and Service Occupations
- 11 = Sales and Related Occupations
- 12 = Office and Administrative Support Occupations
- 13 = Farming, Fishing, and Forestry Occupations
- 14 = Construction and Extraction Occupations
- 15 = Installation, Maintenance, and Repair Occupations
- 16 = Production Occupations
- 17 = Transportation and Material Moving Occupations
- 88 = Individual refused.
- 99 = Individual does not know.
- N/A

Standard Occupational Classifications; https://www.bls.gov/SOC/soc_2010_definitions.pdf

Monthly Paid Earnings Amount

Title: Monthly Paid Earnings Amount

Question: How much money did you earn before taxes or other deductions from all employment for the prior four (4) weeks?

Focus Area: Employment

PRLI Fixed ID: 48

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Monthly Paid Earnings Amount
<input type="text" value="Enter"/>
Dollar amount in whole dollars
N/A

Monthly Paid Earnings Amount

Title: Monthly Paid Earnings Amount
Question: How much money did you earn before taxes or other deductions from all employment for the prior four (4) weeks?
Focus Area: Employment
PRLI Fixed ID: 48

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	Y
JOBS+	Y	ROSS	Y

Monthly Paid Earnings Amount

Enter

\$1280

Career Guidance Service Code

Title: Career Guidance Service Code
Question: Did the Participant receive career guidance services?
Focus Area: Employment
PRLI Fixed ID: 63

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	Y

Career Guidance Service Code

Select

1 = Received service directly through the grant.
 2 = Received service through grant-facilitated referral.
 3 = Both 1 and 2.
 N/A

Career Guidance Service Code

Title: Career Guidance Service Code
Question: Did the Participant receive career guidance services?
Focus Area: Employment
PRLI Fixed ID: 63

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	Y

Career Guidance Service Code

Select

1 = Received service directly through the grant.

2 = Received service through grant-facilitated referral.

3 = Both 1 and 2.

N/A

Occupation Skills Training (OST) Service Code



Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	N

- Provides technical skills necessary to perform a specific job or group of jobs to retain an existing job, for a new job, for advancement in a current field, or for employment in a new or different field
- Classroom, on-the-job training or a combination of approaches
- Includes training provided by an employer

Work Readiness Assistance Service Code

- Services improve work-related skills required to be successful as an entry-level worker
- Work readiness assistance includes:
 - Improving work conduct and habits
 - Interpersonal skills
 - Team work and collaboration skills and
 - Understanding of rights and responsibilities of workers and employers

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	N



Self-Directed Job Search Assistance Service Code



Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	N

Title: Self-Directed Job Search Assistance Code
Question: Did the Participant receive self-directed job search services?
Focus Area: Employment
PRLI Fixed ID: 64

Job Development Service Code

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	N

Job Development is a third party contacting an employer to obtain possible employment for a Participant

Title: Job Development Service Code
Question: Did the Participant receive job development services?
Focus Area: Employment
PRLI Fixed ID: 67

Job Retention Service Code

Title: Job Retention Service Code

Question: Was the Participant enrolled in job retention services?

Focus Area: Employment

PRLI Fixed ID: 68

Applies to Grants:			
202	N	JRAP	Y
FSS	Y	LBPHC	N
HC	N	LHRD	N
HOPWA	Y	MFSC/B-b SC	N
JOBS+	Y	ROSS	N

Job Retention Service Code

Select

1 = Received service directly through the grant.

2 = Received service through grant-facilitated referral.

3 = Both 1 and 2.

N/A

Summary

Summary

- Reference information to identify if a data element applies to a grant program include the:
 - Data Integrity Reference Manual
 - Shortcuts
 - Quick References
 - Participant Record Level Information
- The Standards for Success Pilot Program includes data related to the Participants' financial situation. The first year of the Pilot does not include financial reporting at the Grant Program level.
- Participant Employment data elements describe Participants and services for Participants who are employed, not employed, and seeking employment.
- Select services may be received:
 - Directly through a grant;
 - Through a grant – facilitated service; or
 - Both

Questions and Answers

Questions or Feedback Contact Information

HUD e-mail: askgmo@hud.gov



Include Standards for Success in the e-mail's subject line.

HUD Standards for Success Virtual Conference 3 – Data Collection Participant Financial and Participant Employment Data Elements

Page 1: Cover Page

- Welcome to HUD’s standards for Success Pilot Program’s Virtual Conference addressing Financial and Employment Data Elements.

Page 2: Today’s Presenter Page

- My name is Bridget Booth and I am the Strategic Business Leader of StrategyGen. StrategyGen is an 8(a), woman-owned business that specializes in quality and performance improvement. StrategyGen is contracting with HUD to facilitate the HUD Standards for Success Pilot Program.
- We are working with Thaddeus Wincek who is with HUD’s Office of Strategic Planning and Management, Grants Management and Oversight.
- This virtual conference is part of a series of training sessions regarding the Standards for Success framework and methodology.
- Recordings of previous virtual conferences are available through:
 - Links that HUD e-mailed to you; and
 - On the HUD Portal. HUD indicates the HUD portal is forthcoming in the near future
- The Standards for Success Pilot Program is important because it will allow you to better communicate the extent of the great services and benefits you are providing to your Participants.

Page 3: Objectives of Session

- There are three objectives for this session.
 - Our first objective is to understand the Participant Financial and Participant Employment Data Elements. Understanding these topics will facilitate your collecting the data for subsequent submission to HUD. Like the last virtual conference, practical data integrity and collection tips are included as part of the discussion.
 - We will also review reference resources throughout the discussion so you will know where to find reference information.
 - As always, we will answer your questions.

Page 4: Background

- Let's take a few moments to provide some background; bridge to previous virtual conference sessions; and ensure this information is fresh in your minds.
- Standards for Success is a framework to measure HUD Participants' self-sufficiency and their ability to obtain and maintain housing.
 - It includes standardized Data Elements, Data Element definitions, and a common approach to collect and report data. This session focuses on definitions of Data Elements.
- Many of you have collected Participant data for years. Other Grantees may be in a Service Coordinator role for the first time and all this information is new. Some Grantees are transitioning from one data collection tool to a new tool. Our discussions attempt to meet the diverse needs of these individuals viewing the teleconference.

Page 5: Participant Centered Data Elements

- As mentioned in the previous session, the Standards for Success Indicators and related Data Elements are organized in the focus areas pictured in this graphic.
- Today we are focusing on the Financial Data Elements, pictured on the right of the graphic, and the Employment Data Elements, pictured as the very top of the graphic.

Page 6: Grant Award Data Elements

- The Grant Award Data Elements:
 - a. Provide descriptive information regarding the grant that you received;
 - b. Are entered one time each award year; and
 - c. All Grant Award Data Elements can be found in the Grant Notice of Award.
- Reminder: Detailed information regarding all Data Elements is in the Data Integrity Reference Manual. The Manual provides comprehensive information for understanding and collecting all Data Elements.

Page 7: Participant Descriptive Data Elements

- Participant Descriptive Data Elements provide information describing the individual Participants in your program. Collecting Participant Descriptive Data Elements enables you to communicate:
 - How many people you served for each Year of your Grant Award; and
 - The services you deliver that help Participants achieve positive outcomes.
- All of you are currently collecting data regarding each of the Participants in your program. This collected data will be submitted to HUD for reporting purposes at a later date.

- Another reminder: Personal Identifiable Information (PII) is not reported to HUD.

Page 8: Data Elements – Participant Financial Data Elements

- The first focus area we will explore today is Participant Financial.

Page 9: Financial Data Elements – List

- There are twelve Participant Financial Data Elements.
- Note that these Financial Data Elements pertain to individual Participants.
- They do not address Program performance. The first year of the Pilot does not include Grant Program financial reporting.
- While all grantees collect all Grant Award and Participant Descriptive Data Elements that we discussed in the last virtual conference, the Data Elements that we discuss today are not collected by all Grant Programs.
- I will quickly review how to identify if a Data Element is relevant to your program, that is, if your program collects a specific Data Element.
- There are several options for you:
 - First, the new Inform tool will only present Data Elements relevant to your program and the case management tool you currently use may also have that functionality.
 - Quick update on the Inform tool, HUD reports it is nearing completion and forthcoming in the near future. HUD will notify you when it is available for use.

Page 10 Data Elements – Quick Reference Sheets

- Second Option: There is a Quick Reference document *specific* to your Grant Program that lists the Data Elements relevant to your program, that you are required to collect.
- For all of you Budget-based (B-b) Service Coordinators, the information related to your Program is consistently with Multi-Family Services Coordinators (MFSC). Information labeled MFSC also applies to Budget-based Service Coordinators.

Page 11 Data Elements – Shortcuts

- Third Option: The Shortcut document tailored to your Program lists only the Data Elements relevant to your program.

Page 12 Tax Preparation Service Code

- Fourth Option: The Data Integrity Reference Manual describes each Data Element in detail. The “Applies to Grants” box or table, marked with a green arrow, on right side of

this slide quickly helps you identify if the data element is relevant to your Grant Program and if you need to collect the Data Element.

- The fifth Option: is HUD’s Participant Record Level (PRL) information or PRLI chart. A copy of this chart can be found in the appendix of the manual.
- **Tax Preparation Service Code:** Identifies a Participant who received tax preparation services and can be found on page 58 of the Manual. Tax preparation services include assistance with:
 - Obtaining information about low- or no-cost tax preparation services;
 - Arranging for no-cost tax preparation services at the HUD property;
 - Organizing and reviewing financial records; and
 - Completing and filing tax forms.
- Tax Preparation Services also include assistance with preparing and/or filing of senior, disabled, age, income-based specific tax rebates including property tax rebate programs and food sales tax rebate programs.
 - Tax preparation services can be provided by an IRS Volunteer Income Tax Assistance (VITA) center or a reputable private service while participating in grant-funded activities.
 - Private services that make loans based on anticipated refunds are not included.
 - The use of tax software by Participant is included only if it is provided or recommended by the Public Housing Authority (PHA) or a PHA partner.
- Response Options box on the left side of the page.
 - If the Participant received service directly through the grant, response option 1 applies.
 - Response Option 2 applies if the Participant received service through a grant facilitated referral, such as a referral to an IRS Volunteer Income Tax Center.
 - For a Participant receiving service (1) directly through the grant *and* (2) through a referral to a reputable public or private service, select option 3 for both 1 and 2.

Page 13 Hypothetical Participant

- As we continue our discussion of various Data Elements, we will use a case study of a hypothetical Participant named Michael to illustrate the various Data Elements, as well as how and when to collect the data element. Let’s listen as Michael provides some introductory information about himself.
- **My name is Michael and I live in North Carolina with my two children. I have been employed at a local restaurant as a cook since November of last year. Adapting to this busy work environment can be difficult since I lost my hand in a severe car accident a few months ago. I am not going to let the loss of my hand stop me as I am still able to work and I want to demonstrate to my children that I can work. I do not currently receive disability insurance payments. Although I am still a bit nervous about driving since the accident, I bought a used car last month and I am trying to adapt to driving with only one hand; it has been manageable but difficult.**

I have had significant difficulties paying my bills; you know housing, food, transportation, and daycare are so expensive and I feel overwhelmed. However, I was recently accepted for my first credit card and charging my expenses has made my life so much easier.

Page 14 Financial Account Creation Code

- Identifies a Participant who has a checking or savings, Individual Development Account (IDA), or Family Self-Sufficiency (FSS) escrow account.
- IDAs are matched savings accounts that help people with modest means to save towards the purchase of a lifelong asset such as a home and is created through an Assets for Independence Program.
- The (FSS) escrow account only applies to the FSS, Family Self Sufficiency Grant Program. As families progress towards their program goals, the family becomes eligible to receive funds deposited in this escrow account.

Let's listen to how collecting data can play out in a discussion with Michael.

Interviewer: Hello Michael, it is great to see you today. I have been looking forward to our conversation and asking you a few questions.

Participant: Hi, it is good to be here.

Interviewer: Michael, I need to write down or enter your answers to questions make sure I accurately capture the information. Bear with me as I mark down your answers, OK?

Participant: Sounds good

Interviewer: My first question relates to whether you have any type of financial account. Do you have a checking or savings account?

Participant: Yes, I have a checking account and savings account. I recently signed up for a free account with my local bank.

Interviewer: Do you have an Individual Development Account, also known as an IDA account?

Participant: No, I do not have an Individual Development Account.

Interviewer: Do you have a Family Self-Sufficiency escrow account?

Participant: No, I do not have a Family Self-Sufficiency escrow account.

Page 15 Financial Account Creation Code

- For this hypothetical, the appropriate response is Option #1 – Participant has a checking or savings account.

Page 16 Financial Account Creation Service Code

- Identifies the Participant who received assistance with financial account creation services
- Financial account creation is establishing a new checking or savings, IDA, or FSS escrow account

We will now return to the hypothetical situation that demonstrates how the Grantee offers assistance to establish a financial account to Michael and collect related data.

Interviewer: Michael, I would like to discuss the option of assisting you in applying for an Individual Development Account.

Participant: How will an Individual Development Account help me?

Interviewer: Well, we can help you apply for an IDA account where you deposit money over time and receive contributions that match your deposits. These types of accounts can be used to pursue post-secondary education, purchase your first home, or start or expand a small business.

Participant: That sounds like a great idea, sign me up.

Interviewer: I will work with you to complete the forms to enroll you in the program.

Page 17 Financial Account Creation Service Code

- For this hypothetical, the appropriate response is option 1, referring to the fact Michael Received services directly through Grant.
- *If* the Grantee also referred Michael to a partner organization that is approved to house the IDA for Program Participants and representative from the partner organization helps Michael establish and maintain the account, the service could also be through a grant-facilitated referral.

Page 18 Social Security Disability Insurance (SSDI) Code and Supplemental Security Income (SSI) Code

- While these two programs differ in many ways, both are administered by the Social Security Administration and only Participants who have a disability and meet the Social Security Administration's medical criteria may qualify for benefits under either program.
- **Social Security Disability Insurance (SSDI) Code:** Pays benefits to Participants and certain members of their families if the Participant is "insured," meaning that the Participant worked long enough and paid Social Security taxes.
- **Supplemental Security Income (SSI) Code:** Designed to help those who are disabled, blind, or age 65 or older who have little or no income and resources; Pays benefits based on financial need; and financed by general funds of the U.S. Treasury, not Social Security taxes.

Page 19 Household Annual Gross Income Amount

- Household Annual Gross Income Data Element is collected for anyone in the household with a W-2 who filed a tax return.
- Gross annual income represents the amount of money a person earns in one year from all sources before taxes and other exclusions.

Page 20 Household Annual Gross Income Amount

- If the Participant has a copy of their income tax return, the IRS 1040 long form, you can find the amount for the Household Annual Gross Income on that form. It is listed as “Adjusted Gross Income” on line 37 of the IRS 1040 long form.
- Definitional information and calculation of this information is based on the IRS 1040 long form and you can use the tax form to accurately identify inclusions and exclusions.
- If the Participant’s tax return is not available, use the tax form as a worksheet for calculating the amount.

Let’s look at Michael’s situation to determine information regarding household annual gross income.

Interviewer: Michael, what is your household’s annual gross income before taxes and deductions?

Participant: How do I figure that out?

Interviewer: It is something you would have listed on your IRS Form 1040 when you last filed your taxes. Your household’s annual gross income amount is based on income inclusions and exclusions.

Participant: Oh, I remember filing that form. My annual gross income was \$15,360.

Page 21 Household Annual Gross Income Amount

- From Michael’s response, we understand the appropriate response is Michael’s self-identified household gross income amount of \$15,360.

Page 22 Household Housing Cost Amount

- Housing costs are the average cost for one month, based on those costs from the prior twelve (12) months. Housing costs are summarized on this slide and on page 62 of the manual and in the dialogue, that follows.

Interviewer: Michael, do you own your own house, rent a house, or rent an apartment?

Participant: I currently live in an apartment with my two children.

Interviewer: Michael, what is your average monthly household costs including rent, utilities, repairs and maintenance, and any fees?

Participant: Well my rent is \$525 and utilities range from \$50-\$75; fortunately, I do not have to pay for any repairs and maintenance as the apartment complex takes care of that for me; my average monthly household costs would be approximately \$600.

Page 23 Household Housing Cost Amount

- As you can see, adding up Michael's expenses the appropriate response is to enter the amount of \$600 in whole numbers.

Page 24 Household Transportation Cost Amount

- Transportation costs are the average amount for one month, based on those costs from the prior twelve (12) months

What could collecting this data sound like? We will continue the discussion with Michael.

Interviewer: Michael, do you own your own vehicle or do you use public transportation?

Participant: Since my car was totaled, I recently purchased a used car.

Interviewer: Michael, we need to calculate your household's monthly transportation costs. This is based on your transportation costs for the prior twelve months including car payments, insurance, gas, repairs and maintenance, and parking. Is your car fully paid off? Or what is your monthly payment amount?

Participant: No, my car is not fully paid off and I must make monthly payments of \$200.

Interviewer: What is your car insurance payment amount?

Participant: I pay my car insurance every six months, which saves me a bit of money instead of paying for it monthly. My car insurance payment every six months is \$450, a total of \$900 annually.

Interviewer: How much would you estimate you pay in gas, maintenance and repairs, and parking?

Participant: I have to drive my children to school every morning and pick them up from daycare in the evening. Luckily, the restaurant where I work is right next to the school and daycare so I do not have to spend much on gas for daily travel. My car is in good shape and has few miles on it, which keeps maintenance costs to a minimum. At least my parking is free! I would estimate these costs all come out to about \$1,100 annually.

Interviewer: So correct me if I am wrong, you pay \$2,400 a year in car payments, \$900 a year for car insurance, and \$1,100 in gas and other costs?

Participant: That is correct.

Interviewer: That comes out to \$4,400 a year or \$367 per month?

Participant: That sounds about right.

Page 25 Household Transportation Cost Amount

- Through this discussion, we can determine Michael’s monthly transportation costs are \$367. Enter this number in the text box to represent the information given from Michael.

Page 26 Financial Education Service Code

- Financial Education Service Code identifies Participants who received financial management education services, financial literacy, budgeting, or credit education.
- Financial management education services are designed to help low-income families increase income, build savings, and manage other assets to improve financial stability.
- It provides practical tips focusing on managing debt, purchasing a home, and planning to resolve financial trouble.

Now let’s return to how it might apply to Michael’s situation.

Interviewer: Michael, I know you have been struggling to cope financially. Are you interested in participating in our Financial Education Service program?

Participant: What do you mean by Financial Education Service program?

Interviewer: The Financial Education Service program assists you in improving financial stability by teaching you how to increase your income, build savings, and manage other assets through financial literacy, budgeting, and credit education. I know you recently acquired your first credit card and this service would also educate you on the risks involved in using a credit card and how to manage your card effectively.

Participant: Yes, I have been participating as any financial advice is greatly appreciated.

Page 27 Financial Education Service Code

- In Michael’s situation, he receives Financial Education services through the grant. Response option 1 is the most appropriate.

Page 28 Earned Income Tax Credit Recipient Code (EITC)

- Identify if Participant received an EITC or EIC for the most recent tax, which is a benefit for working people with low-to-moderate income and reduces the amount of tax a Participant owes as well as provide a refund to the Participant.
- Participant must file a tax return even if the Participant does not owe any taxes or is not typically required to file a tax return.

- Participant must meet the Internal Revenue Service's (IRS') requirements to be eligible for an EITC.
- If the Participant has a copy of their IRS 1040 tax return, reviewing this is a great way to validate the Participant's responses. On the 1040 long form for reporting 2016 income, this Data Element is referred to as the Earned Income Credit (EIC) and is located on line 66a.

We will resume our interview with Michael to see if he received an Earned Income Tax Credit.

Interviewer: Michael, did you receive an Earned Income Tax Credit for the most recent tax year?

Participant: I do not think so, what is it and how would I know?

Interviewer: Well an EITC is something you file for on that IRS Form 1040 and is a benefit for working people with low-to-moderate income that reduces the amount of tax you owe or may provide you a refund.

Participant: That sounds like something I would be interested in but it does not sound like anything I have filed for in the past.

Interviewer: To be eligible for an EITC you must meet specific IRS guidelines but it is something we can look into helping you apply for in the future.

Page 29 Earned Income Tax Credit Recipient Code

- In Michael's situation, the appropriate response option is 2 since he reported no receipt of the EITC in most recent tax year. We can determine this from Michael's response when he requested more information on the Earned Income Tax Credit.
- If a Participant reports no receipt of the EITC, it could be an opportunity to provide or refer the Participant to Tax Preparation Services to determine if the Participant is eligible for an EITC.

Page 30 Legal Assistance Service Code

- Identify Participant who received legal assistance including receiving legal aid or counsel and participating in community legal clinics.
- Typical legal services include receiving legal advice, preparation of legal documents, and representation in civil or criminal matters, typically through legal aid. Basic information is provided to Participants on topics such as advanced directives, or wills.

Page 31 Legal Assistance Type Service Code

- Legal Assistance Type Service Code describes the type of legal assistance Participant received through the program; examples include foreclosure prevention; eviction prevention custody, divorce and child support.

- The complete list is on this slide and on page 60 of the Reference Manual.

Page 32 Participant Employment Data Elements

- The second focus area we will explore today is Participant Employment

Page 33 Participant Employment Data Elements – List

- There are 12 Participant Employment Data Elements.
- These Data Elements describe Participants' who are unemployed, seeking employment; preparing for employment; employed and training to retain employment.

Page 34 Participant Employment Data Elements

- Note how some Data Elements apply to Participants who are Employed and others apply to Participants who are either Employed or Not Employed.
- An example of an Employment Data Element specific to only the employed is Employment Type Status Code in the left column.
- Career Guidance Service Code is an example on the right column that applies to both Employed and Not Employed.

Page 35 Hypothetical Participant – Michael (Part 2)

- A quick refresher on some of the points related to Michael's employment status:
 - Currently employed as a cook in a restaurant;
 - Full-time employment;
 - First date of most recent employment is 11/19/2016;
 - Earnings from employment is \$1,280 per month; and
 - Received training to be successful in work environment.

Page 36 Employment Status Code

- Collect employment information for any Participant age sixteen (16) and older.
- Participant is considered "employed" if the Participant did any work for pay during the prior four (4) weeks including the data collection date, even if only for a few hours.

For our first data element within employment, let's check in with Michael to see what his individual situation looks like.

Interviewer: Michael, did you work for pay during the prior four weeks, even if it was only for a few hours?

Participant: Yes, I work full-time at the restaurant.

Interviewer: When you say full-time, do you mean you work thirty-five or more hours per week?

Participant: I generally work a forty-hour week unless I am sick or one of my kids are sick from school.

Page 37 Employment Status Code

- As we can see from Michael's self-reported occupation information, he is a full-time worker, which is option 1 employed.

Page 38 Employment Type Status Code

- Employment Type Status Code addresses full-time and part-time employment.
- Full-time employment includes a Participant who worked or was scheduled to work 35 hours or more per week, otherwise employment is part-time.
- MFSC's definition of full time as 37 hours or more meets this 35 hour or more threshold.
- Collect employment information for any Participant age sixteen (16) and older who worked in the prior four (4) weeks.

Page 39 Employment Type Status Code

- As previously mentioned, Michael is a full-time employee because he either works more than thirty-five hours a week or is scheduled to work more than thirty-five hours a week. He is still considered a full-time employee even though he might work less than thirty-five hours in a week due to illness, or one of his children having to stay home from school due to illness, because he was scheduled to work at least thirty-five hours.
- For Michael, the appropriate response option is 1. Michael is a full-time worker employed in the last month.

Page 40 Entered Employment Date

- First date of most recent employment and if the Participant has multiple employment start dates, then input the current or most recent employment date.

For more information regarding enter employment date, let's see when Michael started his job.

Interviewer: Michael, when did you begin working at the restaurant?

Participant: I began working at the restaurant on November 19, 2016.

Page 41 Entered Employment Date

- The appropriate response is November 19, 2016. Select that date on the calendar.

Page 42 Occupation Code

- Identifies the occupation that best describes the Participant's employment.
- If Participant has multiple employment situations, then use the occupation code of the most recent employment date.
- Occupation Codes are based on the Standard Occupational Classification (SOC) System.
- To access the complete, detailed SOC, the URL is provided at the bottom of this slide.

Page 43 Occupation Code

- This image is taken straight from the reference manual which shows some of the options for occupation codes.

How can you apply this information in Michael's situation?

Interviewer: Michael, what type of work do you do at the restaurant? Are you a Supervisor, waiter, cook, or do you do something else at the restaurant?

Participant: I am a cook and I help prepare the customer's food, although this has been substantially more difficult since I lost my hand. After learning more about the business, I hope to be a restaurant manager, which will alleviate some of my physical difficulties.

Page 44 Occupation Code

- From our list of codes found in the Reference manual, we can see how Michael's occupation falls under the Food Preparation and Serving Related Occupations as a cook.

Page 45 Occupation Code

- Therefore, the appropriate response would be Option 8, Food Preparation and Serving Related Occupancies.

Page 46 Monthly Paid Earnings Amount

- Participant's gross monthly earnings
 - Gross earnings are employment earnings before taxes or other deductions are applied.
 - Total gross earnings from all employment for the prior four (4) weeks.
 - It is reported in whole dollars.
 - If a Participant has copies of their paycheck summary or stub, you can validate the amount of their gross earnings.

Let's see what Michael's income looks like from his work in the restaurant.

Interviewer: Michael, do you have any other forms of employment to make money besides preparing food at the restaurant?

Participant: No, my only job is being a cook at the restaurant.

Interviewer: How much money did you earn before taxes or other deductions from all employment for the prior four weeks?

Participant: Unfortunately, I do not have the highest paying job and work at pretty much minimum wage, \$8 an hour. Given that I work full-time, I made approximately \$1,280 last month before taxes and deductions.

Page 47 Monthly Paid Earnings Amount

- For Michael's self-reported income, the appropriate response would be \$1,280, entered into the text box in whole numbers.

Page 48 Career Guidance Service Code

- Career guidance services including information, suggestions and other advice to assist the Participant in making occupation or career decisions.

The next situation will show you a proper response option when career guidance services could be utilized.

Interviewer: Michael, what are your thoughts about working at the restaurant? Is this something you want to continue doing? I know you mentioned you wanted to be the restaurant manager someday.

Participant: While I enjoy serving customers and working in the restaurant business, losing my hand has significantly limited my ability to quickly and adequately prepare the customer's food. I really need a career that is more manageable due to my physical situation and can adequately financially support my family.

Interviewer: I think this is an area we can explore further and enrolling you in Career Guidance Services may benefit you in making occupation or career decisions, is this something you would be interested in participating in?

Participant: That sounds like exactly what I need.

Interviewer: I will make the reference. This service is offered by a partner organization, a reputable organization that specializes in career guidance.

Page 49 Career Guidance Service Code

- For Michael, after he receives the services, the appropriate response option is 2, services received through a grant-facilitated referral to partner organization.

Page 50 Occupational Skills Training (OST) Service Code

- Identify Participant who received OST services.
- The OST curriculum is designed to meet the technical needs of the workplace. OST provides a Participant with the technical skills necessary to perform a specific job or group of jobs to retain an existing job, for a new job, for advancement in a current field, or for employment in a new or different field.
- OST duration varies based on many factors.
- The training could be provided in the classroom or on-the-job or a combination of approaches. It could be training provided by an employer.

Page 51 Work Readiness Assistance Service Code

- Work readiness assistance services improve work-related skills required to be successful as an entry-level worker
- Work readiness assistance includes improving work conduct and habits, interpersonal skills, team work and collaboration skills, and understanding of rights and responsibilities of workers and employers.

Page 52 Self-Directed Job Search Assistance Service Code

- Identify Participant who received these services.
- Self-directed job search assistance services prepare a Participant to carry out a self-directed job search and include resume preparation, application preparation, interviewing skills, job lead development, and development of a job search plan.

Page 53 Job Development Service Code

- Identify Participant who received job development services.
- Job development is a third party contacting an employer directly to obtain possible employment for a specific Participant.
- For example, a Service Coordinator may contact an employer inquiring about potential positions for a specific Participant.

Page 54 Job Retention Service Code

- Job retention services maintain employment and may include coaching the Participant regarding managing challenges in the workplace or working with the employer to create a remediation plan for an employee.
- They do not include Occupational Skills Training (OST), employer sponsored “in-service training,” and certifications needed to maintain employment.

Page 55-56 Summary

- The Standards for Success Pilot Program includes data related to the Participants’ financial situation. The first year of the Pilot does not include financial reporting at the Grant Program level.
- Select services may be received:
 - Directly through a grant;
 - Through a grant – facilitated service; or
 - Both.

Page 57 Questions and Answers

- We welcome your questions and feedback!
- Contact HUD by e-mail at askgmo@hud.gov to:
 - Provide feedback regarding the Standards for Success framework, methodology and tools;
 - Submit questions; it can be helpful to identify your Grant Program with the question as clarifying information.
- Include Standards for Success in the e-mail’s subject line.