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DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

January 9, 2025

Mr. Ethan Dye, Director
Sacramento County Department of Human Assistance
1825 Bell Street, Suite 200
Sacramento, CA 95825-1020

Dear Mr. Dye:

The California Department of Social Services (CDSS) County Performance Monitoring (CPM) Unit conducted a desk validation review of your county's Work Incentive Nutritional Supplement (WINS) work participation rate (WPR) data and supporting documentation on December 16, 2024. To ensure compliance with federal WINS data reporting requirements and work verification procedures, CPM Unit reviewed your county's procedures and 18 case files to determine the accuracy of the WPR data reported to CDSS for Federal Fiscal Year 2023. *Attachment A* is a preliminary report summarizing the findings for the case that was reviewed. *Attachment B* includes the codes and acronyms used for the report as well as their descriptions. *Attachment C* is a template for the Action Plan for Improvement that will be used to describe the actions your county will take to ensure accurate reporting and the date the actions will be implemented.

The CalWORKs program prioritizes the needs of families, and CDSS understands that upholding CalWORKs principles does not always translate to increased WPR success. The CDSS also acknowledges that the state's intentional shift toward human centered design policies and practices limits the time and resources counties have available for federal reporting. We greatly appreciate all your efforts to balance the state's priorities and meet the needs of CalWORKs families.

The CPM Unit would like to thank Alina Gusak for scheduling the review and for providing the documentation for the desk review.

If you would like to dispute any findings, please email your reasons for the dispute and/or additional documentation to Kyra Tovar at kyra.tovar@dss.ca.gov by January 20, 2025. Please maintain the confidentiality of case record information and documentation provided.

Mr. Dye
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We look forward to our continued collaboration to ensure accurate reporting of your county's WPR data. If you have any questions or concerns, please Kyra Tovar at kyra.tovar@dss.ca.gov. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Geoffrey Miller".

GEOFFREY MILLER
Chief, Parent Engagement and Policy Section

Enclosures

c: Alina Gusak, Sacramento County Department of Human Assistance

PRELIMINARY REPORT OF WINS FINDINGS – Sacramento County – December 2024

The California Department of Social Services (CDSS) County Performance Monitoring Unit reviewed 18 Work Incentive Nutritional Supplement (WINS) case file to determine the accuracy of the Work Participation Rate (WPR) hours reported to CDSS. The findings from the review are below. The WINS findings are listed first and divided into three categories: accurate, errors, and discrepancies. Please refer to *Attachment B* for code and acronym descriptions. Refer to *Attachment C* for instructions on what is needed to address the review findings.

Accurate cases are those where the hours that were reported matched CDSS' findings. Error cases are those that should not have been reported as excluded or were reported as meeting the All Families WPR but CDSS determined the cases did not meet the WPR. Discrepancies are cases that were either reported as meeting or not meeting the WPR and CDSS agreed but could not validate the same number of reported hours or, for excluded cases, the reason for the exclusion was incorrect.

The findings revealed 17 accurate cases and 1 discrepancy case.

Discrepancy Cases

Finding	Review #	Case #	Case Type	Activity	Hours Reported	Hours Verified	Doc. Code	Documentation Dates
9	U12213	1B1JS55	2	UE	54	52	1 1	08/01-08/15/22 07/31-08/13/22

CODE AND ACRONYM DESCRIPTIONS

Finding Code	Finding Description
1	Reported monthly instead of weekly hours
2	Missing or incorrect documentation in case file
3	Should not have been excluded/disregarded, or incorrect reason for exclusion
4	Projected for more than six months, or did not use most recent hours
5	Used more than a month of hours, or used future month's hours
6	Rounded hours incorrectly, or mathematical issue
7	Used minimum wage to calculate hours when hourly wage was unknown
8	Self-employment issue
9	Documentation in case file did not support reported hours
10	Deemed for minor HoH or Single Custodial Parent with a child less than six
11	Individual did not participate in reported activity
12	Documentation in case file was missing required information
13	Program integrity/fraud issue
14	Exceeded time limits for Job Search/Job Readiness or Vocational Education
15	Reported excess homework hours
16	Reported Unsubsidized Employment as employer-employee or self-employ
17	Reported hours for days when individual was not scheduled to participate
18	Did not use actual hours to meet All-Families rate
19	Updated case file but did not update RADEP or E2Lite
20	One parent did not participate for at least 30 hours in a Two-Parent case
21	Deemed hours for Work Experience or Community Service
22	Multiplied by 2 or 2.17 incorrectly
23	Averaged earnings statements prior to calculating weekly hours
24	Used WINS proxy to calculate hours
25	Reported more hours than the FLSA calculation allows

Case Type Code	Case Type Description
1	Single custodial parent with child less than six
2	Non two-parent
3	Two-parent
4	Excluded/disregarded
5	Minor head of household

Activity Acronym	Activity Description
CS	Community Service
DEEM	Deemed Hours
EDRE	Education Directly Related to Employment
EDRE – MHOH	Education Directly Related to Employment – Minor Head of Household
JS	Job Search/Job Readiness
JSTDRE	Job Skills Training Directly Related to Employment
OJT	On-the-job Training
OWA	Other Work Activities
PCIPCS	Providing Childcare for an Individual(s) Participating in a Community Service Program
SS	Satisfactory School Attendance
SS - MHOH	Satisfactory School Attendance – Minor Head-of Household
SPRIV	Subsidized Private
SPUB	Subsidized Public
UE	Unsubsidized Employment
VOC	Vocational Education
WE	Work Experience

Acronym	Description
A1	Adult 1
A2	Adult 2

Documentation Code	Documentation Description
1	Earnings statement
2	Attendance record
3	Timesheet
4	The Work Number
5	Employer verification
6	Activity sheet
7	Sworn statement
8	Consortia

FFY 2023 Action Plan for Improvement**County Name:** Sacramento County**Date:** January 9, 2025**Due Date:** January 20, 2025

The purpose of this action plan is to inform and improve the accuracy of your county's federal reporting. There are no penalties or repercussions associated with findings in the action plan. The CDSS can provide training, technical assistance, or any other resources needed to help your county address findings and improve reporting procedures going forward.

For each finding below, please describe the actions your county will take and the date the actions will be implemented. Send the Action Plan for Improvement to the County Performance Monitoring Unit at WPRPolicy@dss.ca.gov by the above due date. Please contact Kyra Tovar at kyra.tovar@dss.ca.gov if you have any questions.

Finding	Review #	Action by County	Planned Implementation Date
Documentation in case file did not support reported hours	U12213		

FFY 2023 Action Plan for Improvement**County Name: Sacramento County****Date: January 9, 2025****Due Date: January 20, 2025**

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Finding	Review #	Corrective Action by County	Planned Implementation Date
Documentation in case file did not support reported hours	U12213	CWD will ensure that verified hours of participation are correctly recorded in RADEP.	01/10/2025