

# CASE MANAGEMENT CODE SHEET

Appendix K

## PROGRAM CODES

PACT Temporary Assistance Pact  
WF Work First  
FDJP Food Stamp Direct Job Placement  
MJET Missouri JOBS Employment & Training Program  
PFS Parent's Fair Share

## WORK REQUIREMENT CODES

E Exempt  
V Exempt, volunteering to participate. (Also used for TEAM dependent under age 18)  
M Mandatory (Also used for TEAM dependent age 18-19)  
T Teen Parent Under Age 18 AND Attending An Educational Activity (NOT Subject to Lifetime Limit)  
F Teen Parent NOT Attending An Educational Activity (Subject to Lifetime Limit)  
D Mandatory Referred to DWD  
W Volunteer Referred to DWD  
H Extension Due to Hardship  
A Non-Custodial parent (Parent's Fair Share only)

## JOBS STATUS (system generated -no entry required)

A Active in JOBS. Individual is currently active in a component activity.  
C Individual called in for orientation.  
E Mandatory individual excluded for good cause.  
I Inactive in JOBS. Has been in JOBS but is not currently active in a component activity.  
N No JOBS component activity on file.  
U Unassigned individual. Individual is not active in a component activity but is in unassigned status for one or more components.

## CLIENT TYPE (PARENT'S FAIR SHARE ONLY)

E Early Intervention  
M Middle Intervention  
L Late Intervention

## REFERRAL SOURCE (PARENT'S FAIR SHARE ONLY)

A Child Support Enforcement  
B DFS  
C Court System  
D Probation & Parole  
E Community Agency  
F License Suspension  
G Self-Referral  
H Other

## EXEMPTION/EXTENSION REASONS

01 Custodial caretaker of a child under 12 months of age  
**NOTE:** Teen parents, under age 18, are mandatory participants when youngest child is over 12 weeks  
02 Custodial caretaker of a child under 12 months of age for more than 12 months  
03 Child under age 18, including the month one turns 18. Child under age 19 attending school and anticipated to graduate  
05 Needed in Home to Care for a Disabled Individual  
06 Permanently disabled  
07 Payee 60 years of age or older  
14 Full-time student (MJET only)  
15 Mental/physical impairment, disabled but not per food stamp definition (MJET only)  
16 Participates in/subject to JOBS (MJET only)  
20 Domestic Violence  
21 Substance Abuse  
22 Mental Health  
23 Team Conclusion  
24 Active CS/IM  
25 Family Crisis  
26 Pending Review

## TRAINING STATUS

A Not currently enrolled  
B High school student  
C GED program  
D AEL program  
E College student  
F Vocational-Technical program  
G On-the-Job Training (OJT)  
H Job Corp  
I JTPA  
J Vocational Rehabilitation  
K Classroom training  
L Other

## SUPPORTIVE SERVICE

W Work-related expense  
T Transportation-related expense  
P Bus Pass  
F Forty-five miles one way/TRE

JCAT Screen

**COMPONENT ACTIVITY**

- 01 Assessment and Self-Sufficiency Planning OR (WtW Referral)
- 02 GED Test
- 04 Vocational Education & Training
- 05 Job Readiness Activities
- 06 Direct Job Placement (FDJP Program Code Only)
- 07 Job Search
- 08 On-the-Job Training (OJT)
- 11 Conciliation
- 12 Community (CWEP)/Alternative (AWEP) Work Experience
- 13 Unsubsidized Paid Employment/Paid Work Experience
- 18 Education Related to Employment
  - 18A AEL, High School Equivalency and/or Remedial Education
  - 18B English as a Second Language (ESL)
  - 18C Junior High - Grades 7 through 8
  - 18D High School – Grades 9 through 12
- 19 Treatment/Support Activity
- 20 Refugee/Resettlement Agency
- 21 Wage Supplementation
  - 21D Statewide

**UNASSIGNED REASON**

- WAITING FOR AN OPENING IN:
- A AEL
  - B GED Test
  - C Vocational Education & Training
  - G On-the-Job Training (OJT)
  - H Job Corp
  - I Vocational Rehabilitation
  - P Child Care
  - R Other Supportive Services
  - S Work Site
  - X Prior Program Activity (system generated)
  - Z Called-In OR (Referred to WtW)

**TEMPORARILY EXCLUDED DUE TO:**

- 1 Transportation
- 2 Child Care
- 4 Temporarily Disabled/Pregnant
- 5 Victim of Domestic Violence

**JOBS COMPLETION STATUS**

- A Self-Sufficiency Pact completed and obtained employment
- B Self-Sufficiency Pact completed but employment NOT obtained
- C Self-Sufficiency Pact NOT completed but employment obtained
- D Self-Sufficiency Pact NOT completed and employment NOT obtained
- E No longer receiving Temporary Assistance cash/Food Stamps

**COMPONENT END REASON**

- A Component activity completed; remains active in another JOBS component activity (EXCEPT JOB ENTRY - Component Activity code 99)
- B Component activity completed; eligible for up to 30 days of supportive services
- C Temporary Assistance/DCSE/ or Food Stamp case closed; eligible for up to 90 days of supportive services
- D Work requirement code changed to exempt
- E Refused to cooperate
- F Refused to accept, or terminated employment without good cause
- G Moved out of the area or unable to locate
- H Temporary Assistance/DCSE/ or Food Stamp case closed; no supportive services authorized
- I Unsatisfactory performance
- J Other
- K Temporarily excluded
- L Component activity not completed; changed or remains active in another component activity (EXCEPT JOB ENTRY Component Activity code 99)
- M Component activity code incorrect and unable to erase; opening under correct component activity code
- N Component activity completed; remains in Unassigned Status for another component activity
- O Death of a participant
- P DJP/Work First- Placed in Employment (Component 06 & 07 only)
- R Agreed to Cooperate (for Conciliation- Component 11 only)
- S Referred for Sanctioning ( for Conciliation- Component 11 only)
- U DJP/Work First- Not accepted by Employer (Component 06 & 07 only)
- Z System ended (system generated - PACT only)