

INTERAGENCY ADVISORY GROUP

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

MAY 1, 1997

MEMORANDUM FOR DIRECTORS OF PERSONNEL

FROM: STEVEN R. COHEN /s/
ACTING ASSOCIATE DIRECTOR FOR
HUMAN RESOURCES SYSTEMS

SUBJECT: Reporting Procedures for Welfare to Work Hires

On March 8, 1997, the President issued a memorandum directing the Heads of Executive Departments and Agencies to use all available authorities to hire people off the welfare rolls into available positions with the Federal Government. This memorandum provides guidance on reporting those hires. The guidance includes methods for collecting the information from new employees and the appropriate use of this data in agency systems. If you have any questions, please contact Linda Brick on 202/606-1126, Fax on 202-606-1719, or E-mail: lmbrick@opm.gov.

WELFARE TO WORK REPORTING REQUIREMENTS

Background

On March 8, 1997, the President issued a memorandum directing the Heads of Executive Departments and Agencies to use all available authorities to hire people off the welfare rolls into available positions with the Federal Government. Agencies have prepared implementation plans and submitted those plans to the President. The Office of Personnel Management will collect statistical information on employees hired under the President's directive.

Data Collection

Information on receipt of Welfare to Work hires will be collected directly from individual employees, on a voluntary basis, using Office of Personnel Management Form 1635, "Welfare to Work Program." See Attachment 1. Information for the employee completing the form is at Attachment 1A. Agencies should reproduce the form locally. Use of an electronic version of the Office of Personnel Management Form 1635 is authorized provided the electronic version contains the same information as the form, including the completion instructions, notice and Privacy Act statement.

Electronic processing of Form 1635 is authorized. Electronic processing includes having the employee directly enter the information into the agency's automated system for collecting these data. The process must provide the employee with the information in the Privacy Act statement on the form and must ensure that the employee can enter information only for his/her own record.

To the extent practical, all employees hired into Federal civilian service on or after March 8, 1997, should be asked to complete this form. Hires mean additions to the Federal service. Movements from agency to agency (transfers) are not considered hires for this data collection process. Employees should be asked to provide welfare-to-work information as part of the appointment process, i.e., when reporting for duty.

The self-identification is **voluntary**. If the employee chooses not to provide the information, the employing agency may **not** complete the form for the individual or otherwise categorize the employee.

The Welfare to Work information should be held in strictest confidence. Access to completed Forms 1635 should be limited. Only those who need the information to enter the data in the agency's reporting system should have access to any personally identifiable data. Once the individual's identification has been entered in the agency reporting system, the Form 1635 or equivalent should be destroyed. Until they are destroyed, the completed forms should be under the control of a designated agency official in a secure location. **NEVER** file a Form 1635 in an Official Personnel Folder.

WELFARE TO WORK REPORTING REQUIREMENTS

Use of Data

If agencies produce Welfare to Work Program information from their internal reporting systems, that information should be in the form of aggregate statistical reports. Access to any personally identifiable information should be limited to those involved in managing the agency's reporting system. Agencies must establish procedures to ensure that their reports on employment under the Welfare to Work Program:

- are produced only when authorized by officials specifically designated by the agency;
- do not identify any individual either directly or indirectly by structuring the statistical reports in such a way as to make individual identification possible.

Reporting Requirements

1. Central Personnel Data File

Effective with the May 1997 submission, agencies will report Welfare to Work Program information as separate transactions in their Central Personnel Data File dynamics records. This information will be reported using one of two nature of action codes established for Central Personnel Data File processing **only**. The additions to the data standard for nature of action are Attachment 2. **These records are in addition to the regular reporting of accession actions.** For each new hire, the agency should submit the accession action (nature of action code beginning with 1) and, if the employee provides Welfare to Work Program information, a separate Welfare to Work dynamics record. For employees who provide the Welfare to Work Program information, there will be two Central Personnel Data File dynamics records created at the time the employee is hired. The Welfare to Work Program dynamics record should **not** be reflected in the employee's Official Personnel Folder.

A. Timing

The first submissions that should include Welfare to Work Program information are due in the Office of Personnel Management by May 22, 1997. Subsequent submissions will be due the 22nd of each month with the dynamics reports.

B. Nature of Action Codes

If an employee checks block A on Office of Personnel Management Form 1635, the agency should submit a dynamics record with nature of action code 050. If an employee checks block B on Form 1635, the agency should submit a dynamics record with nature of action code 060. If the employee does not provide the Welfare to Work Program information, the agency need take no action.

WELFARE TO WORK REPORTING REQUIREMENTS

C. Data Elements Required on Welfare to Work Records

The Welfare to Work dynamics record must include:

- Agency/subelement;
- Effective date - date employee hired;
- Nature of action - either 050 or 060;
- Duty station;
- Social security number.

D. Notification of Personnel Action

Welfare to Work Program records are means of reporting information to the Central Personnel Data File only. Welfare to Work Program records should not result in the production of a Standard Form 50, "Notification of Personnel Action." Such records should never be filed in an Official Personnel Folder.

2. Nonappropriated Fund Instrumentality Employees

Agencies are to report those Nonappropriated Fund Instrumentality employees hired under the Welfare to Work Program. Since these appointees are not included in the Central Personnel Data File, the Office of Personnel Management will not do any demographic or longitudinal studies covering these appointees.

Reports of hires of these individuals should be in the format at Attachment 3. The information reported includes the number of employees hired under this Program by State during the month being reported. Reports are due by the 30th of each month and should cover hires for the previous month. For example, reports covering hires from May 1 thru May 31, 1997, are due by June 30. Reports should be submitted by agency headquarters level only and should represent the consolidated report for that agency. Reports should be sent to:

- Assistant Director for Workforce Information
- ATTN: Welfare to Work Program, Room 7439
- Office of Personnel Management
- 1900 E Street, NW.
- Washington DC 20415-0001.

Reports may also be faxed to the Welfare to Work Program on (202) 606-1719.

Welfare to Work Program

(Please read the instructions and Privacy Act Statement before completing form)

Agency Use Only	Name (Last, First, Middle Initial)	Social Security Number <div style="text-align: center; font-family: monospace;"> - - </div>
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Specific Instructions:

The categories below are designed to identify whether or not you are receiving assistance under the Temporary Assistance to Needy Families Program. Place an “X” in the box next to the appropriate category.

Category (Mark <u>ONE</u> only)	DEFINITION OF CATEGORY
<p style="font-size: 1.5em; text-align: center;">A <input type="checkbox"/></p> <p style="font-size: 1.5em; text-align: center;">B <input type="checkbox"/></p>	<p>I am an adult, or teen parent under age 19, receiving assistance under:</p> <ul style="list-style-type: none"> a) The Temporary Assistance for Needy Families (TANF) program administered by a State under the Federal block grant; OR b) Aid to Families with Dependent Children (AFDC); OR c) Tribal Temporary Assistance for Needy Families program administered by an eligible Indian tribe. <p>I am not currently receiving this type of assistance.</p>

Privacy Act Statement

Furnishing this information is voluntary. Solicitation of this information is authorized by President Clinton’s Memorandum of March 8, 1997 entitled “Government Employment for Welfare Recipients.” This information will be used for workforce analysis and for monitoring agencies’ compliance with the President’s Memorandum. This information may also be used for statistical reports. It will not be used to make any personnel decisions about individuals.

Executive Order 9397 (November 22, 1943) authorizes use of your Social Security Number (SSN). That Order requires agencies to use the SSN for the orderly administration of personnel records. Your SSN will be used solely for that purpose. Your furnishing of your SSN is voluntary and failure to furnish it will have no effect on you.

WELFARE TO WORK PROGRAM

On March 8, 1997, President Clinton asked Federal agencies to do everything they could to hire people off the welfare rolls into available jobs in the government. Each Federal agency has committed to assisting welfare recipients in their transition from welfare to work.

In order to keep a record of the number of welfare recipients who are successfully employed by the Federal government, the U.S. Office of Personnel Management (OPM) is asking all new hires to fill out the attached form. This form will allow OPM to report the numbers of welfare recipients who are hired by the Federal government. The reports will be used for statistical purposes only and will not be used to identify individuals.

Before you fill out this form there are some things you should know:

1. **Answering this form is voluntary.** If you do not want to answer the survey, you don't have to answer it. No one can fill out the form for you.
2. **This information is confidential.** The information will be protected from all but those few people who will need to keep statistical records.
3. **You will not be personally affected.** Even if you choose not to answer the form, it will have no effect on your job.
4. **This information will also assist agencies to ensure that various support programs they may have in place such as child care services, transportation assistance, and agency mentors are made available to welfare recipients as they become Federal employees.**

We need your help. The Federal government is committed to moving welfare recipients off the welfare rolls and into productive jobs. Please take a minute to read and answer the attached form. Help us help the President meet his goal.

Thank you.

ADDITIONAL NATURE OF ACTION CODES

Code Name/Explanation

FOR SUBMISSION TO THE CENTRAL PERSONNEL DATA FILE ONLY

050 Welfare to Work Program Hire

060 Hire Not Under the Welfare to Work Program

MONTHLY NONAPPROPRIATED FUND INSTRUMENTALITY
WELFARE TO WORK REPORT FORMAT

Agency: _____

Month/Year: _____

Number of Nonappropriated Fund Hires

State

Agency Official Responsible for this Report: (Name, Title, Address, Phone Number)