

**County of Orange Social Services Agency  
Family Self-Sufficiency Division**

**Program/Area:** CalWORKs  
**Title:** Welfare Data Tracking Implementation Project (WDTIP) / Tracking Recipients Across California (TRAC)  
**Number:** 100 E7 **Status:** Signature on file  
**Effective Date:** 02/15/01 **Revision Date:** 07/10/15

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**PURPOSE** The Welfare Data Tracking Implementation Project (WDTIP) developed a statewide system called Tracking Recipients Across California (TRAC) to assist California counties to track TANF and CalWORKs time on aid within the whole state, as well as out-of-state TANF aid. The purpose of this policy is to address how to understand and review WDTIP/TRAC.

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**BACKGROUND** WDTIP/TRAC began in 1998 in response to the need to track recipients' time on aid for the TANF 60-Month Clock and the CalWORKs 48-Month Clock established by Federal and State Legislation. [Effective July 1, 2011 the CalWORKs time limit for adults was reduced from 60 months to 48 months.] Workers are able to view the cumulative time on aid used, as well as, exemptions, sanctions and penalties for a recipient throughout California on WDTIP.

The Welfare To-Work (WTW) time clock became effective 1/1/2014. The TRAC system was modified in order to begin tracking the WTW 24-Month time clock. (Refer to Policy 207-WTW 24-Month Time Clock).

**ACCESS TO WDTIP/TRAC** TRAC is mainly an inquiry system updated by CalWIN. Staff with inquiry access to MEDS will have inquiry access to TRAC screens.

To access the TRAC system, the worker must:

- Log on to MEDS using MEDS/RACF user ID and password
- Pause/break to get a blank screen, type TRAC, then select the enter key

If changes are needed to information in TRAC, they will be entered in the "Collect Individual Time Limit Clock Detail", and the "Collect Individual Time Clock Exemption Detail", in the "Display Individual Time Clock Limit Summary" window in

CalWIN. The information entered on these screens must be complete and correct. If there are multiple exemptions on the Collect Individual Time Clock Exemption Detail screen, the information for each exemption must be entered.

**TRAC SCREENS**

The TRAC system is comprised of 18 screens:

Individual Inquiry	IINQ
Individual Detail	IDET
Alternate Identity	ALID
County Summary	KSUM
Program Summary	PSUM
Diversion Summary	DSUM
Exceptions Summary	ESUM
Time Clock Summary	TSUM
Welfare to Work Summary	WSUM
TANF 60- Month Calendar	TCAL
CAL 48-Month Calendar	KCAL
WTW 24-Month Calendar	WCAL
Non-CAL Participation Update	UNCP
Diversion Update	UDIV
Child Support Reimbursement Update	UCSR
Supportive Services Update	USSO
Program Participation Update	UPRG
Exception Update	UPEX

**MANUAL  
UPDATES  
TO TRAC**

If TRAC is not automatically update by changes entered in CalWIN, then the records must be manually updated directly in

TRAC.

Designated staff will be authorized to manually enter or update information in TRAC screens as follows:

- **USSO** (Update Supportive Services Only), by Program SSSI.
- **UPRG** (Program Participation Update) and **UPEX** (Exemption Update), by Regional Office CSLs and Program SSSI.
- **UCSR** (Child Support Reimbursement Update), by Program SSSI

(Refer to [Time on Aid Modification Request Processing Guide](#))

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## WDTIP/TRAC PROCEDURES

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### **INTAKE EMPLOYMENT AND ELIGIBILITY SPECIALIST (IEES)**

The IEES will review the TRAC screens received with new applications in order to:

- Verify that counts for the TANF, CalWORKs and WTW months agree with the counts on CalWIN for each adult in the case.
- IEES are required to review and update TANF 60-month time limit and CalWORKs 48-month time limit in CalWIN:
  - For all new applications and Inter-County Transfers (ICTs).
  - Upon receipt of the TOA 101 Report (CalWORKs Recipients Approaching Time Clock Limits). The TOA 101 Report is a tool to assist staff in identifying those individuals who will be timing out.
- Identify if data from another county, or counties, included in the KSUM screen has been converted to WDTIP (data will show a “Y” in the “Converted” field). If data has not been converted to WDTIP/TRAC (“N” in the “Converted” field), the IEES will contact the other county to verify exemption and sanction status of participant.
- Make any necessary corrections on the “Display Individual Time Clock Limit Summary” window in CalWIN.

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### **CONTINUING EMPLOYMENT AND ELIGIBILITY SPECIALIST (CEES)**

The CEES is responsible for the following:

- Verify that counts for the TANF, CalWORKs and WTW months are consistent with the counts in CalWIN for each adult in the case.

- Review and compare the CalWORKs 48- and TANF 60-month Time Clocks and discrepancies must be resolved:
  - At RRR
  - At month 42 and month 46 of the CalWORKs 48-month time limit
  - At participant's 48<sup>th</sup> month of aid
  - Before sending any time limit notice of action
  - Upon client's request
  - Upon receipt of the TOA 101 Report (CalWORKs Recipients Approaching Time Clock Limits). The TOA 101 Report is a tool to assist staff in identifying those individuals who will be timing out. (Refer to [TOA 101 Report Processing Guide](#))

Review for appropriate CalWIN discontinuance of individual who is at month 48 of the CalWORKs 48-Month Time Limit, and ensure accurate timely notice is sent. (Refer to [TOA 101 Report Processing Guide](#))

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**DATE ENTRY  
TECHNICIAN (DET)**

The DET is responsible for clearing CalWORKs applications on IEVS, MEDS, CalWIN, and TRAC, and virtually print the TSUM screen into OnBase for each individual over the age of 18, who is a member of the family unit, applying for or receiving aid.

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**ATTACHMENTS**

[CalWORKs Policy 100-E3 – Time On Aid](#)  
[WTW Policy 206 – CalWORKs/WTW Time Limits](#)  
[CalWORKs Policy 207- WTW 24-Month Time Clock](#)  
[Time on Aid \(TOA\) Modification Processing Guide](#)  
[Time on Aid \(TOA\) 101 Report Processing Guide](#)  
[Time on Aid Matrix WT4](#)  
[TRAC Screens Overview](#)