



# Memo

To: Career Advancement Program Partners  
Refugee Center Partners providing Career Advancement Program Services

From: SFW Adult Programs

Date: October 25, 2007

Re: Internal Control Requirements – Recording Excused  
Absence/Holiday Hours and Testing Requirements for Educational  
Activities

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As a result of the Deficit Reduction Act and the Interim Final Rule published by the United States Department of Health and Human Services (HHS) in June 2006, changes are being made to the One-Stop Service Tracking (OSST) system to implement required internal controls. Until these changes are completed specific information must be retained in the case file to meet internal control requirements as follows:

If hours are recorded on the JPR screen for Excused Absence/Holidays hours, place the attached document in the front of the file that records the number of hours entered on the JPR screen for Excused Absences and Holidays.

Also, if a participant is assigned to “education directly related to employment” and the program includes basic education components or “satisfactory attendance in a secondary school or in a course of study leading to a certificate of general equivalence in the case of a parent who has not received such a certificate” ensure the participant completes a State approved standardized test, such as the Test of Adult Basic Education (TABE) at entry.

If the participant is enrolled in the education program before (s)he begins participating in the Welfare Transition (WT) program, have the participant complete a State approved standardized test, such as the TABE test once (s)he begins participating in the WT program. The participant must be assessed at regular intervals.

The Service Partner must ensure that good testing practices are implemented to avoid the mastery of the test form rather than demonstrating satisfactory progress and must also ensure the assessment information is retained in the case file. This information must be entered in the assessment information on the Plan Development Screen.