

5.1 Pregnancy to Employment

Revised: [December 1, 2021](#)

5.1.10 What are the participation requirements after the child is born?

After the child is born, the participant(s) receiving TANF cash assistance:

- Must, at minimum, complete a partial assessment with a WFSSS to assess the participant(s) needs for continued services when the child is born or prior to choosing the infant or toddler exemption, or postpartum exemption if no assessment has been completed since the child was born.
- May choose to take the infant exemption, toddler exemption or postpartum exemption and not participate in WorkFirst activities until the child reaches the age of two years (only one parent living in the household can claim this exemption at any given time).
- May volunteer to fully participate in WorkFirst activities (see WAC [388-310-0300](#)).
- May choose to take the 12-week postpartum exemption period if the participant used all of their 730 day lifetime infant or toddler exemption and chooses not to participate in WorkFirst activities until the child reaches 12 weeks of age.
- Must participate up to 20 hours per week if the comprehensive evaluation or assessment indicates a need for mental health and/or alcohol or drug treatment (unless medical evidence indicates that participant isn't able to participate in any activity).
- Must participate up to 20 hours per week if the comprehensive evaluation or assessment indicates a need for parental education or parent skills training in Parental Education Project pilot sites only.
- Must complete a comprehensive evaluation or assessment once the participant reaches 365 days in the infant or toddler exemption. A partial assessment may be appropriate based on any information received that indicates there are mental health and/or chemical dependency issues.

If a participant qualifies for the infant exemption, toddler exemption, or postpartum exemption, has no identified mental health and/or chemical dependency issues per the comprehensive evaluation or P to E assessment(s) and chooses to participate in WorkFirst activities the department won't pursue sanction if we learn they are no longer participating as required in their IRP.

Take the following steps when the participant stops participating:

- Send the Pregnancy to Employment Infant Exemption letter giving the parent 10-day notice that we plan to put them into Infant or Toddler Exemption status.
- If the participant contacts their worker within the 10 days and wants to continue participating, update the IRP as needed and don't enter the IE or TE component.
- If the participant doesn't contact you:

- Close the activity(ies) at the end of the 10-day period, and
- Enter the infant exemption (IE) for families with a child under one year old, until (whichever comes first):
 - The child's first birthday,
 - 365 days (including a combination of IE and TE), or
 - 730 days if the total number of days in IE or TE has exceeded 365.
- Enter the toddler exemption (TE) for families with a one year old child, until (whichever comes first):
 - The child's second birthday,
 - 365 days (including a combination of IE and TE), or
 - 730 days if the total number of days in the IE or TE has exceeded 365.

Staff must also document in eJAS "Pregnancy/Parenting" notes the period of time the participant is taking the infant or toddler exemption and that they provided the letter.

Note: If a discrepancy in the number of infant exemption days used is identified, review the following information to determine if:

- TANF closed while the IE was being counted,
- The participant was in an activity meeting minimum participation requirements,
- There wasn't a child under one in the AU while the IE was being counted,
- The IE component 'Actual End Date' field reflects the correct end date.

If the Actual End Date entered doesn't reflect the date the IE should have been closed, contact Customer Support with the following information requiring an update:

- The correct Actual End Date
- The correct number of days used in the IE component

The IE/TE counter located on the eJAS Component/Contractor/IRP Update screen will track and identify how many days of IE have been used by the participant.

Note: At this time, the TE counter displays but is not functional. Please continue to calculate TE days manually. Additionally, even though users WF staff can add TE components, IT Solutions Customer Support can not datafix or make adjustments to them.

Until additional system changes become available, Customer Support will not be able to make adjustments to the TE component.

If the participant stops participating in required mental health and/or alcohol or drug treatment, start the good cause process whether or not the participant is using the IE or TE. If the participant chose to use their IE or TE and enters sanction, they continue using their exemption.

If a mental health or chemical dependency professional indicates that a participant should do more than 20 hours per week of treatment, encourage the participant to participate in the number of hours recommended; however, we can only REQUIRE 20 hours per week of participation.

5.1.12 How is the participant identified in eJAS once they choose to claim the infant or toddler exemption?

Component code IE identifies participants who are choosing the infant exemption for a child under the age of one and the TE to identify participants who are choosing the infant exemption for a one year old child. The component codes are:

- For DSHS staff use only
- Not able to generate support services
- ONLY for parents who choose to use their exemption
- Time limited (not to exceed 730 days)

Don't use this code for any other reason. Using this code for any other reason makes a participant's exemption count inaccurate.

eJAS tracks and displays the total number of days a participant uses their infant exemption in the "Number of days in IE/TE" field on the Component/Contractor/IRP Update screen. Remember, TE days must be tracked manually at this time.

When opening the IE or TE component, the WFPS/WFSSS are required to indicate the appropriate participation status for participant's choosing to take the exemption on the "Pregnancy to Employment Participation Status" field by indicating if the participant is:

- Required to participate in mental health and/or chemical dependency treatment;
- Volunteering to participate in mental health and/or chemical dependency treatment; or
- Exempt from participating (choosing not to participate in any activities).

WorkFirst staff:

- Use the eJAS component IE to identify the infant exemption period for a child under one.
- Use the eJAS component TE to identify the infant exemption period for a one year old child.
- After entering the IE or TE code, select the participation status.
- Document the period of time a participant wants to take the infant exemption in eJAS notes under the "Pregnancy to Employment" note type.
- Enter the IE or TE start date as the date the participant notifies the department that they want to claim either exemption.
- Enter the infant exemption (IE) end date for families with a child under one year old, until (whichever comes first):
 - The child's first birthday,
 - 365 days (including a combination of IE and TE), or
 - 730 days if the total number of days in IE or TE has exceeded 365.

- Enter the toddler exemption (TE) end date for families with a one year old child, until (whichever comes first):
 - The child's second birthday,
 - 365 days (including a combination of IE and TE), or
 - 730 days if the total number of days in IE or TE has exceeded 365.
- Use the Caseload Management Report (CLMR) and/or ad hoc report to monitor these cases.
- Encourage participation in WorkFirst activities during this time-limited opportunity.

Note:

WorkFirst participants may choose to use their infant or toddler exemption when needed in the home to personally provide care for their child under two years of age whether they are receiving TANF for that child or not.

If the child under two years old isn't on the TANF assistance unit, add the child as a non-member in ACES 3G. This lets eJAS know that the participant has a child under two years old in the home and eJAS allows you to code the IE or TE.