Instructions for Biennial Accounting Report
Inclusion of Work Experience Program (WEP) Credit Information

The Biennial Accounting Report (BAR) has been modified to include Work Experience Program (WEP) credit information. WEP credit information is displayed by the Month/Year for each "Case Number" associated with the "Lien No". Highlighted in Figure 1 below are the report changes.

Biennial Accounting Report: WEP Credit Report Section

FIELD NAME	DESCRIPTION
MONTH/ YEAR	The Month/Year of WEP participation
DISTRICT	District
CASE NO	Case number
TA WEP HOURS	Hours participated in WEP for Temporary Assistance (TA)
SNAP WEP HOURS	Hours participated in WEP for Supplemental Nutrition Assistance Program (SNAP)
MINIMUM WAGE	The minimum wage for the given Month/Year and District
TOTAL WEP CREDIT	Total TA and SNAP WEP hours multiplied by the minimum wage for the given Month/Year and District
TA WEP CREDIT	Total amount of monthly TA WEP credit that is available to be used to reduce the monthly recoverable TA for this case number. TA WEP credit amount cannot exceed the total amount of recoverable TA payments for the given Month/Year
SNAP WEP CREDIT	Total amount of SNAP WEP credit that is associated with the SNAP benefits for the given Month/Year
TA WEP USED	Amount of TA WEP credit that has been used for a previous recovery for this case number, for the given Month/Year
TA WEP USED BY	Method by which TA WEP credit has been used for this case number, for the given Month/Year. Values can be LOTRY (Lottery), PERIN (Personal Injury Award), LIEN (Real Property Lien/Mortgage), WINDFL (Inheritance), MULTI (Multiple). When multiple WEP credits are used and recorded in the given Month/Year, this field will display MULTI.
TA WEP AVAILABLE	Amount of TA WEP credit that is currently available for this case number, for the given Month/Year

Biennial Accounting Report: WEP Summary Fields

FIELD NAME	DESCRIPTION
TOTAL TA WEP CREDIT FOR CASE NO:	Sum of all TA WEP CREDIT for this individual case number and requested date range.
TOTAL TA WEP CREDIT FOR LIEN NO:	Sum of all TA WEP CREDIT for all of the case numbers listed for the requested Lien Number and date range.

BIENNIAL ACCOUNTING REPORT

PAGE: <PAGE OF PAGE>

REPORT DATE: **MM/DD/YYYY**

CASE NUMBER(S): <CASENUM> , <CASENUM>, <CASENUM>, <CASENUM>
<CASENUM> , <CASENUM>, <CASENUM>, <CASENUM>
<CASENUM> , <CASENUM>, <CASENUM>, <CASENUM>

CASE NAME: <LAST NAME, FIRST NAME M>

DISTRICT: <DISTRICT>

PROPERTY OWNER (1): <LAST NAME, FIRST NAME M>
PROPERTY OWNER (2): <LAST NAME, FIRST NAME M>
PROPERTY OWNER (3): <LAST NAME, FIRST NAME M>

LIEN NO: <LIEN NUMBER>

PROPERTY ADDRESS: <STREET ADDRESS>
CITY: <CITY>
STATE: <STATE>   ZIP: <ZIP>

LIEN STATUS: <X >   BIENNIAL ACCOUNTING PERIOD: MM/DD/YYYY- MM/DD/YYYY

PAYMENTS FOR CASE <CASE NUMBER>

CHECK/EBT NO	PMPTS	CHECK DATE	TYPE	STAT	PMT AMOUNT	RECOUP AMOUNT	PAYMENT PERIOD FROM:	TO:
<CHEK/EBT NUMR>	<PA >	<MM/DD/CCYY>	<TP>	<SA>	<XXXXXX>	<XXXXXX>	<MM/DD/YYYY - MM/DD/YYYY>	

RECOVERIES FOR CASE NO: <CASE NUMBER>

RECPT TYPE	CR/VR NO VR CLAIM NO	POSTING DATE	PAYMENT TYPE	POST STATUS	AMOUNT	SOURCE TYPE	RECOVERY PERIOD FROM	TO	SOURCE DATE	POSTING SOURCE	ISSUANCE POSTING TYPE AND DESCRIPTION OR REVENUE REASON AND DESCRIPTION	RECOUPMENT CASE NO
<RT>	<CLM NUM>	MM/DD/YY	<PT>	<PS>	<XXXXX>	<SO>	MM/DD/YYYY-MM/DD/YYYY		MM/DD/YY	< POST SOURCE>	<CODE AND DESC>	<CASE>

WORK EXPERIENCE PROGRAM CREDIT FOR CASE NO: <CASE NUMBER>

MONTH/YEAR	DISTRICT	CASE NUMBER	TA WEP HOURS	SNAP WEP HOURS	MINIMUM WAGE	TOTAL WEP CREDIT	TA WEP CREDIT	SNAP WEP CREDIT	TA WEP USED	TA WEP USED BY	TA WEP AVAILABLE
<MM/YYYY>	<NN-YYYY>	<CASE NO>	<XXX.XX>	<XXX.XX>	<XX.XX>	<XXXX.XX>	<XXXX.XX>	<XXXX.XX>	<XXXX.XX>	<XXXX>	<XXXX.XX>

SUMMARY FOR CASE NO: <CASE NUMBER>

TOTAL TA PAYMENTS FOR CASE NO: <XXXXXX>
TOTAL TA RECOVERIES FOR CASE NO: <XXXXXX>
TOTAL TA WEP CREDIT FOR CASE NO: <XXXXXX>
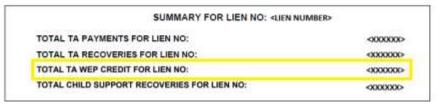TOTAL CHILD SUPPORT RECOVERIES FOR CASE NO: <XXXXXX>

SUMMARY FOR LIEN NO: <LIEN NUMBER>

TOTAL TA PAYMENTS FOR LIEN NO: <XXXXXX>
TOTAL TA RECOVERIES FOR LIEN NO: <XXXXXX>
TOTAL TA WEP CREDIT FOR LIEN NO: <XXXXXX>
TOTAL CHILD SUPPORT RECOVERIES FOR LIEN NO: <XXXXXX>

Figure 1