

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 116 A		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
39	15	5/98	39 - 40	15	10/98
DATE: August, 1998			TO: All Income Maintenance Manual Holders		

The change includes the two pages from Chapter 15 which were not printed with Change #116.

Questions should be directed to the OFS Policy Unit.

15.7 REQUIREMENT FOR BEING ENGAGED IN WORK (WV WORKS)

Starting with the first day for which benefits are received, a parent or other caretaker relative who is included in the TANF or WV WORKS benefit group is subject to a work requirement, unless temporarily exempt. See Chapter 13 for the temporary exemptions.

Receipt of any of the benefits listed in Section 15.6 counts as a month of benefits. No month of receipt is exempt from being counted, including months in which the client is temporarily exempt from the work requirement. The 24-month period is the first 24 months of the 60-month lifetime limit described in Section 15.6. To continue to be eligible, the client is required to be engaged in work no later than the beginning of the 25th month of benefit receipt.

Being engaged in a work activity becomes an eligibility requirement after the client has been a recipient of benefits for a total of 24 months. The months do not have to be consecutive.

NOTE: For parents or other caretakers who were active cash assistance recipients in 1/97, 1/97 is the first month counted in determining the 24-month limit for being engaged in a work activity. Recipients of TANF cash assistance in other states may have begun the 24-month period on an earlier date and may lose eligibility beginning in 10/98 with the implementation of West Virginia's definition of work for meeting the 24-month work requirement. See Chapter 1, Appendix D to determine the date TANF cash assistance began in states other than West Virginia.

Work, for the purpose of meeting the 24-month limit, is defined as participation in one or more activities for a minimum of 5 hours per week (averaged). The activities in which the parent or caretaker may participate and be considered engaged in work include, but are not limited to, the following:

- Unsubsidized employment
- Subsidized public or private sector employment, including on-the-job training programs, such as EIP
- Work experience, such as JOIN, CWEP or other work experience programs available in the community
- Community service programs, such as volunteer work, life skills classes, parenting classes, providing dependent care, job readiness programs, sheltered workshop participation, substance abuse treatment, mental health counseling. Volunteer work may include, but is not limited to, work at churches, hospitals or schools, serving as a block mother or