

24.1 INTRODUCTION 1

24.2 PARTICIPATION RATES 3

24.3 MINIMUM HOURS OF PARTICIPATION 4

 A. REQUIRED PARTICIPATION 4

 1. One-Parent Families 5

 2. Two-Parent Families 6

 B. ABSENCES 6

 1. Planned School Breaks 7

 2. Inclement Weather 7

 3. Individual Absences 7

 4. Holidays 8

 5. Paid Vacation 8

 C. PARTICIPATION DOCUMENTATION 8

 D. DISABILITY/INCAPACITY - DEFINITION ONLY FOR MINIMUM
 PARTICIPATION RATES 9

 1. Establishing Disability Without A Physician's
 Statement 9

 2. Establishing Disability With A Physician's
 Statement 11

 3. Establishing Incapacity 12a

 E. LIMITATIONS ON DATA SYSTEM ENTRIES 12a

24.4 LOCAL OFFICE RESPONSIBILITIES IN THE WORK PROGRAM ASPECT OF
WV WORKS 13

 A. CASE MANAGEMENT 13

 B. ASSESSMENT 15

 C. ASSESSMENT TESTING 17

 1. Scheduling For TABE or CASAS 18

 2. Work Keys 20

 3. Referral For Assessment Testing 20a

 4. Worker Follow-Up 20a

 5. Testing Requirements For WIA 20a

 6. Delays In Testing 20a

 7. Substance Abuse 20b

	D.	DEVELOPMENT OF THE PRC SELF-SUFFICIENCY PLAN . . .	20b
	E.	JOB DEVELOPMENT	20c
	F.	CHILD CARE REFERRAL	20d
	G.	MENTORING	20d
	H.	DOMESTIC VIOLENCE ASSISTANCE	20e
	I.	VISION AND/OR DENTAL SERVICES	20f
		1. Participating	20g
		2. Sole Barrier to Participation	20g
	J.	WV WHEELS	20h
		1. Appropriate Referrals	20h
		2. Referral Process	20j
		3. Vendor Responsibilities	20j
	K.	PERIODIC SELF-SUFFICIENCY EVALUATIONS (24, 36, 48 MONTHS)	20l
	L.	EXIT INTERVIEW IN 59 TH MONTH	
24.5		WORK REQUIREMENT ACTIVITIES	21
24.6		EMPLOYMENT	23
	A.	UNSUBSIDIZED EMPLOYMENT	23
		1. Displacement/Replacement	23
		2. Employment Standards	23
	B.	SUBSIDIZED EMPLOYMENT	23
		1. Displacement/Replacement	24
		2. Employment Standards	24
	C.	JOB RETENTION FOLLOW-UP	25
24.7		EMPLOYER INCENTIVE PROGRAM (EIP)	26
	A.	WHO MAY BE AN EIP EMPLOYER	26
	B.	REQUIREMENTS OF THE EMPLOYER	26
	C.	STANDARDS FOR CONTRACT DEVELOPMENT	27

24.8	COMMUNITY WORK EXPERIENCE PROGRAM (CWEP)	29
A.	WHO MAY BE A CWEP SPONSOR	29
B.	REQUIREMENTS OF THE SPONSOR	29
C.	STANDARDS FOR CONTRACT DEVELOPMENT	30
D.	PLACEMENT IN DHHR OFFICES	31
E.	DETERMINING THE HOURS OF PARTICIPATION	32
24.9	JOINT OPPORTUNITIES FOR INDEPENDENCE (JOIN)	34
A.	WHO MAY BE A JOIN CONTRACTOR	34
B.	REQUIREMENTS OF THE CONTRACTOR	34
C.	CONTRACT REQUIREMENTS	36
D.	DETERMINING THE HOURS OF PARTICIPATION	37
24.10	COMMUNITY SERVICES PROGRAMS	39
A.	LIFE SKILLS	39
B.	PARENTING CLASSES	39
C.	DEPENDENT CARE	39
D.	JOB READINESS	40
E.	VOLUNTEER WORK	41
F.	PARTICIPATION IN A SHELTERED WORKSHOP	41
G.	SUBSTANCE ABUSE TREATMENT/MENTAL HEALTH COUNSELING	41
24.11	JOB SEARCH	42
24.12	JOBS SKILLS/VOCATIONAL TRAINING	44
A.	PLACEMENT CRITERIA	44
B.	STANDARDS	44
C.	CONTRACTS	45
1.	Individual Contracts	45
2.	Group Contracts	45

D.	PAYMENT LIMITATIONS	46
24.13	EDUCATIONAL ACTIVITIES	47
A.	LITERACY	48
B.	HIGH SCHOOL	48
C.	ENGLISH AS A SECOND LANGUAGE	48
D.	ADULT BASIC EDUCATION (ABE)	48
E.	COLLEGE	48
	1. Meeting The Federal Requirement	48
	2. Meeting The State Requirement	48a
F.	RELEASE OF INFORMATION (WT-15)	48b
24.14	PAYMENT OF SUPPORT SERVICES	49
A.	WHO IS ELIGIBLE	49
B.	GENERAL REQUIREMENTS	49
C.	ALLOWABLE SUPPORT SERVICE PAYMENTS	52
	1. Collateral Expenses	53
	2. Clothing	55
	3. Tools	56
	4. Drivers/Chauffeurs License	57
	5. Commercial Drivers License (CDL)	58
	6. Professional License	59
	7. Relocation	60
	8. Transportation	61
	9. Vehicle Repair	62a
	10. Vehicle Insurance	62b
	11. DUI Offenses	62c
	12. GED Achievement Bonus	62d
	13. Six-Month Job Retention Bonus	62d
D.	CORRECTING THE SUPPORT SERVICE CHECK AMOUNT	62i
E.	SUPPORT SERVICES CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE	62i
F.	SUPPORT SERVICES CHECK RETURNED BY THE POST OFFICE TO THE STATE OFFICE	62i

G.	LOST, STOLEN OR DESTROYED SUPPORT SERVICES CHECKS	62i
H.	RECOUPMENT OF SUPPORT SERVICES PAYMENTS	63
24.15	PAYMENTS TO EMPLOYERS AND TRAINING FACILITIES	64
A.	EIP EMPLOYERS	64
B.	PROVIDERS OF VOCATIONAL/SKILLS OR LIFE SKILLS TRAINING	64
24.16	CONTINUATION OF SERVICES	65
A.	APPLICATION PROCESS, CONTINUED SUPPORT SERVICE PAYMENTS	65
B.	DETERMINING THE CONSECUTIVE-MONTH PERIOD	67
C.	ELIGIBILITY REQUIREMENTS	69
D.	HEALTH INSURANCE PREMIUMS	70
APPENDIX A	GRIEVANCE RIGHTS FOR REGULAR EMPLOYEES OF CWEP, JOIN AND EMPLOYER INCENTIVE PROGRAM EMPLOYERS	A-1
APPENDIX B	GRIEVANCE RIGHTS FOR CWEP AND JOIN PARTICIPANTS WITH RESPECT TO ON-THE-JOB WORKING CONDITIONS, WORKERS' COMPENSATION COVERAGER AND WAGE RATES	B-1
APPENDIX C	INSTRUCTIONS FOR COMPLETION OF OFS-EIP-1	C-1