

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.....	6
2. Inclement Weather.....	7
3. Individual Absences	7
4. Holidays	7
5. Paid Vacation.....	8
C. PARTICIPATION DOCUMENTATION.....	8
D. DISABILITY/INCAPACITY - DEFINITION ONLY FOR MINIMUM PARTICIPATION RATES	8
1. Establishing Disability Without A Physician's Statement.....	11
2. Establishing Disability With A Physician's Statement.....	11
3. Establishing Incapacity.....	12
E. LIMITATIONS ON DATA SYSTEM ENTRIES	12
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. Learning Needs Screening	18
2. TABE	18
3. Work Keys	19
4. Mental Health Screening - Emotional Health Inventory (EHI).....	20

5.	Referral For Assessment Testing	22
6.	Worker Follow-Up	22
7.	Referrals to Workforce WV / BEP - Assessment Testing Results	22
8.	Assessment Testing Participation Hours	23
9.	Substance Abuse.....	23
D.	DEVELOPMENT OF THE PRC SELF-SUFFICIENCY PLAN	23
E.	JOB DEVELOPMENT	24
F.	CHILD CARE REFERRAL	25
G.	MENTORING	25
H.	DOMESTIC VIOLENCE ASSISTANCE	26
I.	WV WORKS DONATED VEHICLE PROGRAM.....	26
1 .	Appropriate Referrals	26
2.	Referral Process.....	27
3.	Vendor Responsibilities	28
J.	PERIODIC SELF-SUFFICIENCY EVALUATIONS (24, 36, 48 MONTHS)	28
K.	VISION AND/OR DENTAL SERVICES.....	30
24.5	WORK REQUIREMENT ACTIVITIES	32
24.6	EMPLOYMENT	36
A.	UNSUBSIDIZED EMPLOYMENT	36
1.	Displacement/Replacement	36
2.	Employment Standards.....	36
B.	SUBSIDIZED EMPLOYMENT	37
1.	Displacement/Replacement	37
2.	Employment Standards.....	37
C.	JOB RETENTION FOLLOW-UP	38
24.7	EMPLOYER INCENTIVE PROGRAM (EIP)	40
A.	WHO MAY BE AN EIP EMPLOYER	40

B.	REQUIREMENTS OF THE EMPLOYER	40
C.	STANDARDS FOR CONTRACT DEVELOPMENT.....	41
24.8	COMMUNITY WORK EXPERIENCE PROGRAM (CWEP).....	43
A.	WHO MAY BE A CWEP SPONSOR.....	43
B.	REQUIREMENTS OF THE SPONSOR	43
C.	STANDARDS FOR CONTRACT DEVELOPMENT.....	44
D.	DETERMINING THE HOURS OF PARTICIPATION.....	45
24.9	JOINT OPPORTUNITIES FOR INDEPENDENCE (JOIN).....	47
A.	WHO MAY BE A JOIN CONTRACTOR	47
B.	REQUIREMENTS OF THE CONTRACTOR	47
C.	CONTRACT REQUIREMENTS	49
D.	DETERMINING THE HOURS OF PARTICIPATION.....	50
24.10	COMMUNITY SERVICES PROGRAMS	52
A.	LIFE SKILLS	52
B.	PARENTING CLASSES.....	52
C.	DEPENDENT CARE	52
D.	JOB READINESS	53
E.	VOLUNTEER WORK	53
F.	PARTICIPATION IN A SHELTERED WORKSHOP	54
G.	SUBSTANCE ABUSE TREATMENT/MENTAL HEALTH COUNSELING	54
H.	SPOKES/EXCEL.....	54
I.	OTHER ACTIVITIES.....	54

24.11 JOB SEARCH	55
24.12 JOBS SKILLS/VOCATIONAL TRAINING	56
A. PLACEMENT CRITERIA.....	56
B. STANDARDS	56
C. CONTRACTS.....	57
1. Individual Contracts	57
2. Group Contracts	57
D. PAYMENT LIMITATIONS	58
24.13 EDUCATIONAL ACTIVITIES	59
A. LITERACY.....	59
B. HIGH SCHOOL.....	59
C. ENGLISH AS A SECOND LANGUAGE	60
D. ADULT BASIC EDUCATION (ABE)	60
E. COLLEGE	60
1. Meeting The Federal Requirement.....	60
2. Meeting The State Requirement.....	61
24.14 PAYMENT OF SUPPORT SERVICES	62
A. WHO IS ELIGIBLE	62
B. GENERAL REQUIREMENTS	62
C. ALLOWABLE SUPPORT SERVICE PAYMENTS.....	65
1. Collateral Expenses.....	65
2. Clothing.....	68
3. Tools	69
4. Drivers/Chauffeurs License.....	70
5. Commercial Drivers License (CDL)	71
6. Professional License.....	72
7. Relocation.....	73
8. Transportation.....	75

9.	Vehicle Repair	77
10.	Vehicle Insurance	78
11.	DUI Offenses.....	79
12.	GED Achievement Bonus	80
13.	Self-Sufficiency Achievement Bonus	81
14.	DRS Vocational Evaluation And Assessment	82
D.	CORRECTING THE SUPPORT SERVICE CHECK AMOUNT	81
E.	SUPPORT SERVICES CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE	81
F.	SUPPORT SERVICES CHECK REPLACEMENT PROCEDURES	81
G.	RECOUPMENT OF SUPPORT SERVICES PAYMENTS.....	81
24.15	PAYMENTS TO EMPLOYERS AND TRAINING FACILITIES	85
A.	EIP EMPLOYERS	85
B.	PROVIDERS OF VOCATIONAL/SKILLS OR LIFE SKILLS TRAINING	85
24.16	CONTINUATION OF SERVICES	86
A.	APPLICATION PROCESS, CONTINUED SUPPORT SERVICE PAYMENTS	86
B.	DETERMINING THE 6-CONSECUTIVE-MONTH PERIOD	87
C.	ELIGIBILITY REQUIREMENTS	91
D.	WORK PROGRAMS CODING	92
E.	APPROVAL OF PL SUPPORT SERVICE PAYMENTS.....	92
24.17	SPECIAL PAYMENT PROCEDURES.....	93
APPENDIX A	GRIEVANCE RIGHTS FOR REGULAR EMPLOYEES OF CWEB, JOIN AND EMPLOYER INCENTIVE PROGRAM EMPLOYERS	A-1
APPENDIX B	GRIEVANCE RIGHTS FOR CWEB AND JOIN PARTICIPANTS WITH RESPECT TO ON-THE-JOB WORKING CONDITIONS, WORKERS'COMPENSATION COVERAGE AND WAGE RATES	B-1
APPENDIX C	INSTRUCTIONS FOR COMPLETION OF DFA-EIP-1	C-1
APPENDIX D	INSTRUCTIONS FOR COMPLETION OF TRAINING AGREEMENT (DFA-TA-34).....	D-1

